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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 10, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Draft Agenda

1. **Introductions** Group 5:00
2. **Review/Approve January 10th 2011 Agenda – VOTE** Group 5:03
3. **Review/Approve December 13th 2010 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:15
Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will review a three-month report (October and November, December 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.
 - Letters of Warning to be sent:
 - Jesus Guillen
 - Letters of Probation to be sent:
 - Aaron Chandler
 - Cicily Emerson
 - Veronica Pillatzke
 - Update of Letters of Probation that have been sent:
 - Review New Member Applications:
 - Paul Klees
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Aaron Chandler
 - Veronica Pillatzke
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:

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Page 1 of 3

- Lara Tannenbaum (November 2010 – March 2011)
- Steve Manley (December 2010 – February 2011)
- Mark Molnar (December 2010 – February 2011)

- Committee Assignments:
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

Group 5:35

The Committee will review the monthly demographic report.

8. Steering Retreat Discussion – VOTE

Group 5:45

The Committee will discuss possible topics and issues to be brought up at the January 21st Steering Retreat.

- Monitoring and implementing cultural inclusiveness recommendations.*
- Ensuring compliance with council demographics, particularly women, trans-folks and people of color.*
- Collaborating with the CMA Outreach and Listening team in council education, recruitment and targeted outreach.*
- Collaborating with Policy and Procedure Workgroup regarding membership policies (e.g. LOA, excused absences, proxy voting and conflict resolution).*

9. Review Committee Quorum – VOTE

Group 5:55

The Committee will review Committee attendance for the previous six months, particularly meetings that have lacked quorum.

10. Leaves of Absence Policy Discussion – VOTE

Group 6:10

The Committee will continue discussing the Leave of Absence Policy, a parking lot item.

11. Next Meeting Date & Agenda Items

Group 6:55

The next Membership Committee Meeting is tentatively scheduled for Monday, February 14th 2010, 25 Von Ness Room 330B from 5-7 pm.

Parking Lot:

12. Adjournment

Group 7:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 10, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

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Committee Members Present: Mark Agtane, John Andrews, Wade Flores, Jesus Guillen, Chris Harris, Maritza Penagos, Stacia Scherich, Charles Siron, Eric Sutter

Committee Members Absent:

Others Present: Dean Goodwin [DPH-HHS]

Support Staff Present: Enrique Asis, William Ching, T.J. Lee, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 5:02 pm by Council Member Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The agenda was reviewed and approved by consensus.

AMENDMENT: Prospective Application Paul Klees' application has been temporarily rescinded.

3. Review /Approve December 13th 2011 DRAFT Minutes – VOTE

The December 13th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar reminded the committee that the CS Allgailer's memorial will be on January 23. More detailed information has been sent out to all Council Members.
- CS Molnar also reminded the Committee that the Steering Retreat will be on Friday January 21 at the San Francisco Zen Center.

5. Public Comment

There was no public comment.

6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (October, November and December 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Jesus Guillen

- Letters of Probation to be sent:
 - Aaron Chandler
 - Cicily Emerson
 - Veronica Pillatzke
 - MOTION-CM Harris/CM Flores: To send letters of warning and probation to the above Council Members. **Motion passed by consensus.**
 - Update of Letters of Probation that have been sent:
 - Review New Member Applications:
 - Paul Klees

AMENDMENT: Application has been temporarily rescinded.
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Aaron Chandler
 - Veronica Pillatzke
- MOTION-CM Andrews/CM Harris:** To postpone consideration of the above Council Members' renewal applications until they are in good standing. **Motion passed by consensus.**
- Request(s) for Leave of Absence:
 - Current Leave(s) of Absence:
 - Lara Tannenbaum (November 2010 – March 2011)
 - Steve Manley (December 2010 – February 2011)
 - Mark Molnar (December 2010 – February 2011)
 - Committee Assignments:
 - Resignations:
 - Thank You for Service to the Council:
 - Dismissal Letters to be sent due to attendance requirements:
 - Review Exit Interview(s):
 - Further Action(s):

7. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report. The Committee is on track with recruiting and retaining HIV-positive Council Members. The Council Members discussed mechanisms through which to prioritize certain demographic groups when recruiting and interviewing prospective applicants, since there is none currently. The Committee wants to consider demographic needs before moving onto the interviewing process. How does the Committee prioritize such groups? Is there a waiting list on which to place qualified candidates?

8. Steering Committee Discussion – VOTE

The Committee will discuss possible topics and issues to be brought up at the January 21st Steering Retreat, some of which include the following:

- a. Monitoring and implementing cultural inclusiveness and recommendations.
- b. Ensuring compliance with the council demographics, particularly women, trans-folks and people of color.
- c. Collaborating with the CMA Outreach and Listening team in council education, recruitment and targeted outreach.
- d. Collaborating with Policy and Procedure Workgroup regarding membership policies (e.g. LOA, excused absences, proxy voting and conflict resolution).

CM Flores led the discussion. CS Molnar stated that the consultant Veronica Neale is almost complete with objective one, which entails attending a certain number of Committee meetings. There will not be any substantial updates on her part at the Steering Retreat. Addback funds will be discussed at the Retreat, and more information about internal council mechanisms will be discussed. The second half of the day will center on priority settings, areas of work for the council for the upcoming months. CS Molnar will be bringing topics A and C to the Retreat.

9. Review Committee Quorum – VOTE

The Committee reviewed the six-month tracking of committee attendance and quorum. CM Flores stated that after reading Robert's Rules of order that lowering the number needed for quorum would be easier to obtain. CS Asis stated that HRSA-mandated quorum rules apply to the Full Council, not subcommittees or subdivisions. CS Molnar stated that Robert's Rules of Order allows for Committees to determine its own number for quorum. CM Siron expressed some reservations about lowering the number needed for quorum.

CS Molnar stated that final decisions rest with the Full Council. CM Penagos is partial to using recommendations to conduct business when a committee lacks quorum. She expressed concern that members who are present cannot be held "hostage" to members who do not show up. Dean Goodwin pointed out that overall, issue of lacking quorum is only particularly pronounced in September.

The Committee recommends crafting a policy that allows for Committees lacking quorum to issue recommendations.

10. Leaves of Absence Policy Discussion – VOTE

The Committee was first tasked to determine whether there is a problem of chronic quorum problems, and on the whole, there is none. After seeing that, CM Andrews stated that the Committee remains with its current attendance, excused absences policies. The Committee will consider this agenda item closed.

11. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, February 14th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- Signatories of all letters to Council Members
- Explaining the proxy vote policy, adding the item to a Membership Committee update at Full Council; printing a copy of the policy
- Policy and Procedure, 7.1.-7.18 for Membership agenda next meeting

12. Adjournment

The meeting was adjourned at 6:22 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 14, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Draft Agenda

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 - Catherine Newell
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 - Update of Letters of Probation that have been sent:
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 - Paul Klees
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Aaron Chandler
 - Veronica Pillatzke
 - Request for Leave of Absence:
 - Catherine Newell

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- Current Leave(s) of Absence:
 - Lara Tannenbaum (November 2010 – March 2011)
 - Mark Molnar (December 2010 – February 2011)
- Committee Assignments:
 - Maritza Penagos requested to switch to POI from Membership
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

8. Demographic Information Update – VOTE

Group 5:35

The Committee will review the monthly demographic report.

9. Review Policy and Procedure Manual and Process

Group 5:40

The Committee will review Meeting Attendance Requirements.

10. Next Meeting Date & Agenda Items

Group 6:55

The next Membership Committee Meeting is tentatively scheduled for Monday, March 14th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

11. Adjournment

Group 7:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 14, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Committee Members Present: John Andrews, Wade Flores, Chris Harris, Maritza Penagos, Eric Sutter

Committee Members Absent: Mark Agtane, Jesus Guillen, Stacia Scherich, Charles Siron [E]

Others Present: Dean Goodwin [DPH-HHS]

Support Staff Present: Enrique Asis, William Ching

Draft Minutes

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cat# 1. **Introductions**

The meeting was called to order at 5:07 pm by Council Member Flores. Everyone introduced themselves and quorum was established.

2. **Review /Approve February 14th 2011 Agenda – VOTE**

The February 14th 2011 agenda was reviewed and approved by consensus.

3. **Review /Approve January 10th 2011 DRAFT Minutes – VOTE**

The January 10th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. **Announcements**

- CS Asis announced the Co-chair facilitation training, which will occur on March 11th from 8:30 am – 12:30 pm at Compass Point in San Francisco.
- CM Flores announced that he will be participating in a three-part series on Latinos living with HIV on Telemundo. The show will air in June.

5. **Public Comment**

There was no public comment.

6. **Steering Retreat Report Back – VOTE**

CS Ching provided the Committee with a brief report back of items discussed at the January Steering Retreat.

- State Budget, ADAP and introduction of co-pays
- Discussed the potential loss of addback funds, estimated to be in the amount of \$4.9 million, and what the Council may need to do to support services
- Series of Council updates, first on cultural inclusiveness and then on current demographics. Consultant Veronica Neale is will be visiting all Committees at least twice and the Council is in line in reflecting the demographics of the EMA
- Received an update from the COL team
- There will be no EMA-wide needs assessments this year given budget turmoil

- Update from P/P and their ongoing work
- Update on upcoming trainings, Robert's Rules and Co-chair facilitations, Friday March 11
- Presentation from CM Andrews on Council leadership/mentorship
- Reviewing the three-year plan
- Council Meeting: budget scenarios from SFDPH

7. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (October, November and December 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Catherine Newell
- Letters of Probation to be sent:
 - Jesus Guillen

The Committee decided to send the above individuals a letter of warning and probation, respectively, by consensus.

- Update of Letters of Probation that have been sent:
- Review New Member Applications:
 - Paul Klees

The Committee reviewed Paul Klees' application and decided to move forward with the interview.

- Interview/Discuss Prospective Applicant:
- Review Renewals:
 - Aaron Chandler
 - Veronica Pillatzke

This item has been tabled until next month.

- Request(s) for Leave of Absence:
 - Catherine Newell
The Committee granted Catherine Newell's LOA request by consensus.
- Current Leave(s) of Absence:
 - Lara Tannenbaum (November 2010 – March 2011)
 - Mark Molnar (December 2010 – February 2011)
- Committee Assignments:
 - Maritza Penagos requested to switch to POI from Membership.
The Committee granted Maritza Penagos' request by consensus.

- Resignations:
- Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

8. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report. The Committee is more or less aligned with their goal of reflecting the demographics of the San Francisco EMA. Committee members discussed the possibility of using the Community and Outreach Listening team as a vehicle for recruitment. Committee members also recommended using the Trans Health Conference and the National Transgender Health Summit as a means to recruit potential transgender Council members and to aid in the 2011 transgender needs assessment.

9. Review Policy and Procedure Manual and Process

CM Andrews presented the Committee with an update from the Policy and Procedure Workgroup, paying close attention to policies that pertain to Membership. CM Andrews started the discussion by reviewing the proposed table of contents and a broad outline of the mission and goals of the Workgroup. CM Andrews proposed changing the name from Policy and Procedure Manual to the Council Member Manual, given the suggested changes made over the past several months.

The Workgroup proposed removing all references and direct quotations of by-law references, HRSA and other forms of legislation to avoid redundancy and to increase the shelf-life of the manual. CM Andrews selected a few policies to illustrate the general changes the Workgroup has been conducting. During the conversation, Council Members raised questions regarding the application process, particularly around the requirements before submitting an application for Council membership. Council members stressed the need to have Council Support act as a liaison between the Policy and Procedure Workgroup and the Membership Committee when it comes to reviewing and revising policies.

The Committee decided not to move this item to Steering, but instead, have the Workgroup continue revising and tweaking the policies before resubmitting it to the Membership Committee.

10. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, March 14th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- Signatories of all letters to Council Members
- Explaining the proxy vote policy, adding the item to a Membership Committee update at Full Council; printing a copy of the policy

11. Adjournment

The meeting was adjourned at 7:02 pm by Co-Chair Flores.



HIV Health Services Planning Council

MEMBER COMMITTEE

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Department of Public Health

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 - Update of Letters of Probation that have been sent:
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 - Review New Member Applications:
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Aaron Chandler
 - Jesus Guillen
 - Matthew Miller
 - Veronica Pillatzke
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - Lara Tannenbaum (November 2010 – March 2011)

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- Catherine Newell (January 2011 – March 2011)

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- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

Group 5:40

The Committee will review the monthly demographic report.

8. Next Meeting Date & Agenda Items

Group 5:50

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Parking Lot:

9. Adjournment

Group 6:00

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HIV Health Services Planning Council



MINUTES OF THE MEETING

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Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
5:00-7:00 pm

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Committee Members Present: Mark Agtane, John Andrews, Wade Flores, Charles Siron, Stacia Scherich, Eric Sutter

Committee Members Absent: Jesus Guillen, Chris Harris

Others Present: Dean Goodwin [DPH-HHS]

Support Staff Present: Enrique Asis, William Ching, Mark Molnar

Draft Minutes

1. **Introductions**

The meeting was called to order at 5:04 pm by Council Member Sutter. Everyone introduced themselves and quorum was established.

2. **Review /Approve March 14th 2011 Agenda – VOTE**

The March 14th 2011 DRAFT agenda was reviewed and approved by consensus.

AMENDMENT: Adding Mark Molnar to Requests for Leaves of Absence.

3. **Review /Approve February 14th 2011 DRAFT Minutes – VOTE**

The February 14th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. **Announcements**

- CS Molnar announced that the joint CMA-GPA meeting will be at Project Open Hand; the second meeting of the PLWH Caucus is this Friday 3-5 pm; and the position of Council Support Director will be announced within the next week or so.
- CS Asis announced that the Co-chair facilitation training this past Friday went well. Everyone who has attended will receive a report with comments and a list of suggestions to improve their facilitation skills.
- CM Andrews attended a meeting about the Medical Monitoring Project, longitudinal studies about individuals living with HIV, looking at a range of issues: care, needs, etc.
- CM Flores will be out of town April 5-20th; Southern California is advocating to add Chicano to the Hispanic/Latino Census classification group.

5. **Public Comment**

There was no public comment.

6. **Council Member Attendance Report/Letters to Send – VOTE**

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (December, January and February 2011) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

• Letters of Warning to be sent:

- * Aaron Chandler
- * Veronica Pillatzke

MOTION-CM Flores/CM Andrews: To send Letters of Warning to the above two individuals.
Motion passed by consensus.

• Letters of Probation to be sent:

• Update of Letters of Probation that have been sent:
* Jesus Guillen (3/28/2011)

• Review New Member Applications:

• Interview/Discuss Prospective Applicant:

• Review Renewals:

- * Aaron Chandler
- * Jesus Guillen
- * Matthew Miller
- * Veronica Pillatzke

The Committee reviewed the renewals of CM Chandler, Miller and Pillatzke. The Committee members engaged in a long discussion around the issue of renewals, and defining a Member in "good standing." The Committee needs more information to distinguish between letters of warning and probation and precedents vs. exceptions.

The discussion then turned to whether or not CM Guillen should have been placed on probation at all. Questions about the current process whether it should be changed, or whether there should be an exception.

MOTION-CM Flores/CM Andrews: to renew Aaron Chandler's Council membership.
Motion passed by consensus.

MOTION-CM Flores/CM Andrews: to renew Veronica Pillatzke's Council membership.
Motion passed by consensus.

MOTION-CM Siron/CM Andrews: to renew Matthew Miller's Council membership.
Motion passed by consensus.

MOTION-CM Andrews/CM Sutter: to move discussion of Jesus Guillen's renewal application until next month.
Motion passed by consensus.

- Request(s) for Leave(s) of Absence:
 - Mark Molnar (March 2011 – April 2011)
MOTION-CM Flores/CM Siron: to approve CM Molnar's LOA extension.
Motion passed by consensus.
- Current Leave(s) of Absence:
 - Lara Tannenbaum (November 2010 – March 2011)
 - Mark Molnar (December 2010 – February 2011)
 - Catherine Newell (January 2011 – March 2011)
- Committee Assignments:
- Resignations:
- Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report. The Committee is more or less aligned with their goal of reflecting the demographics of the San Francisco EMA.

Committee members discussed the possibility of using the Community and Outreach Listening team as a vehicle for recruitment. Committee members also recommended using the Trans Women's Needs Assessment and the National Transgender Health Summit as a means to recruit potential transgender Council members and to aid in the 2011 transgender needs assessment.

8. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, April 11th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- Letters of Warning vs. Letters of Probation

9. Adjournment

The meeting was adjourned at 6:15 pm by Co-Chair Sutter.

HIV Health Services Planning Council



MONITORING & EVALUATION

Monday, April 11, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Draft Agenda

1. Introductions Group 5:00
 2. Review/Approve April 11th 2011 Agenda – VOTE Group 5:03
 3. Review/Approve March 14th 2011 DRAFT Minutes – VOTE Group 5:05
 4. Announcements Group 5:07
 5. Public Comment Group 5:10
 6. Council Member Attendance Report/Letters to Send – VOTE Group 5:25
Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will review a three-month report (December, January and February 2011) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.
- Letters of Warning to be sent:
 - Mark Agtane
 - Margot Antonetty
 - Aaron Chandler
 - Jesus Guillen
 - Carol Hudson
 - Rachel Matillano
 - Veronica Pillatzke
 - Stacia Scherich
 - Gwen Smith
 - Letters of Probation to be sent:
 - Update of Letters of Probation that have been sent:
 - Jesus Guillen (3/28/2011)
 - Aaron Chandler
 - Veronica Pillatzke
 - Review New Member Applications:
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Jesus Guillen

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- Request for Leave of Absence:
 - * Cathy Newell (April - May 2011)
 - * Mark Molnar (March - April 2011)
 - * Matthew Miller (April - May 2011)

- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

The Committee will review the monthly demographic report.

Group 5:40

8. Discussion and Review of Letters of Warning and Letters of Probation

Group 5:50

9. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, May 9th, 25 Van Ness Room 330B from 5-7 pm.

Group 6:50

Parking Lot:

Letters of Warning vs. Letter of Probation

10. Adjournment

Group 7:00

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San Francisco Department of Public Health, AIDS Office
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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 11, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Committee Members Present: Mark Agtane, John Andrews, Stacia Scherich, Eric Sutter

Committee Members Absent: Wade Flores, Jesus Guillen [E], Chris Harris, Charles Siron [E]

Others Present: Celinda Cantu [DPH-HHS]

Support Staff Present: William Ching, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 5:03 pm by Council Member Sutter. Everyone introduced themselves and quorum was not established.

2. Review /Approve April 11th 2011 Agenda – VOTE

The April 11th 2011 DRAFT Agenda was reviewed and approved by consensus.

AMENDMENT: Moving Jesus Guillen from Renewals to Requests for Leaves of Absence.

3. Review /Approve March 14th 2011 DRAFT Minutes – VOTE

The March 14th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

There were no announcements.

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5. Public Comment

There was no public comment.

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6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (January, February and March 2011) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

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- Letters of Warning to be sent:
 - Mark Agtane
 - Margot Antonetty
 - Carol Hudson
 - Rachel Matillano

- Stacia Scherich
- Gwen Smith

MOTION: To send Letters of Warning to the above six individuals.
Motion passed by consensus.

- Letters of Probation to be sent:
 - Letters of Probation that have been sent:
 - Aaron Chandler
 - Veronica Pillatzke
 - Review New Member Applications:
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Request(s) for Leave(s) of Absence:
 - Jesus Guillen (April 2011 – May 2011)
 - Matthew Miller (April 2011 – May 2011)
 - Maritza Penagos (April 2011 – May 2011)

MOTION: to approve the above members' LOA requests.
Motion passed by consensus. Since the Committee lacks quorum, requests now move on to the Steering Committee for approval.
 - Current Leave(s) of Absence:
 - Mark Molnar (March 2011 – April 2011)
 - Catherine Newell (April 2011 – May 2011)
 - Committee Assignments:
 - Resignations:
 - Thank You for Service to the Council:
 - Dismissal Letters to be sent due to attendance requirements:
 - Review Exit Interview(s):
 - Further Action(s):

7. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report. The Committee is more or less aligned with their goal of reflecting the demographics of the San Francisco EMA. There were no changes from last month's meeting.

8. Discussion and Review of Letters of Warning and Letters of Probation

CS Molnar prefaced the discussion. There have been questions regarding a Council Members' "good standing" and how attendance may impact that. CS Molnar stated that the term "good standing" is nebulous and leads to a lot of confusion between Council Members and Council Support. The Committee reviewed the templates for Letters of Warning and Letters of Probation.

The Committee amended the Letter of Warning, striking portions of the letter that mention "good standing." The Committee said they believed that all letters to Council Members should receive letters from Membership Committee Co-Chairs. The Committee reached a consensus to institute this practice from now on.

Changes to the letters can be viewed at the Council Support staff office.

9. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, May 9th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- Membership Policies Procedures
- Council website, Yahoo group, Facebook accounts

10. Adjournment

The meeting was adjourned at 5:50 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, May 9, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Draft Agenda

- | | |
|--|------------|
| 1. Introductions | Group 5:00 |
| 2. Review/Approve May 9 th 2011 Agenda – VOTE | Group 5:03 |
| 3. Review/Approve April 11 th 2011 DRAFT Minutes – VOTE | Group 5:05 |
| 4. Announcements | Group 5:07 |
| 5. Public Comment | Group 5:10 |
| 6. Council Member Attendance Report/Letters to Send – VOTE | Group 5:25 |
- Council Support will update Committee on Attendance Letters sent, and status of Council Members.*
Committee will review a three-month report (February, March and April 2011) on Council Member attendance.
Committee will decide whether to send letters to Council Members not meeting attendance requirements.
- Letters of Warning to be sent:
 - Stacia Scherich
 - Letters of Probation to be sent:
 - Carol Hudson
 - Letters of Probation that have been sent:
 - Aaron Chandler
 - Veronica Pillatzke
 - Review New Member Applications:
 - Billie Jean Kanios
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Chris Harris
 - Steve Manley
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - Matthew Miller (April –May 2011)

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- Maritza Penagos (April-May 2011)
- Cathy Newell (April –May 2011)
- Committee Assignments:
 - Chip Supanich requested to be placed in the GPA Committee
- Resignations/Thank You for Service to the Council:
 - Jesus Guillen
 - Mark Molnar
 - Veronica Pillatzke
- Membership Status:
 - Jeff Byers
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

Group 5:40

The Committee will review the monthly demographic report.

8. Council Website Discussion

Group 5:45

The Committee will assess the current Council website.

9. Next Meeting Date & Agenda Items

Group 6:50

The next Membership Committee Meeting is tentatively scheduled for Monday, June 13th, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

10. Adjournment

Group 7:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, May 9, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Committee Members Present: John Andrews, Wade Flores, Eric Sutter

Committee Members Absent: Chris Harris [E], Stacia Scherich [E], Charles Siron [E]

Others Present: Celinda Cantu [DPH-HHS]

Support Staff Present: Enrique Asis, William Ching, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 5:08 pm by Council Member Flores. Everyone introduced themselves and quorum was not established.

2. Review /Approve May 9th 2011 DRAFT Agenda – VOTE

The May 9th 2011 DRAFT Agenda was reviewed and approved by consensus.

AMENDMENT: Adding Channing Wayne to Requests for Leave of Absence.

3. Review /Approve April 11th 2011 DRAFT Minutes – VOTE

The April 11th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Asis announced that the PLWH Advocacy Group will be meeting on Monday, May 16 from 1:30-3 pm at Project Open Hand.
- CM Andrews announced that the Community Outreach and Listening Team will be heading to San Mateo this Friday, May 13.

5. Public Comment

There was no public comment.

6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (February, March and April 2011) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Stacia Scherich

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MOTION: To send Letters of Warning to Stacia Scherich pending a review of her attendance record.

Motion passed by consensus.

- Letters of Probation to be sent:

- Carol Hudson

MOTION: To send Letters of Probation to Carol Hudson pending a review of her attendance record.

Motion passed by consensus.

- Letters of Probation that have been sent:

- Aaron Chandler

- Review New Member Applications:

- Billie Jean Kanios

The Committee discussed Billie Jean Kanios' application to the Council. There was some confusion regarding her current employment status, which would affect her role as a Council Member (community member vs. provider). CS Asis will look into the matter. Many Committee Members recall her previous tenure on the Council and how she has been a passionate and vocal support of the system of care in the city.

The Committee moved to interview Billie Jean Kanios at the next Membership meeting.

- Interview/Discuss Prospective Applicant:

- Review Renewals:

- Chris Harris
 - Steve Manley

The Committee reviewed both CMs Harris and Manley's application for membership renewal. The Committee recommended to approve their requests.

- Request(s) for Leave(s) of Absence:

- Channing Wayne

MOTION: to approve the Channing Wayne's LOA requests.

Motion passed by consensus. Since the Committee lacks quorum, requests now move on to the Steering Committee for approval.

- Current Leave(s) of Absence:

- Matthew Miller (April – May 2011)
 - Maritza Penagos (April – May 2011)
 - Catherine Newell (April – May 2011)

- Committee Assignments:

- Chip Supanich requested to be placed in (1) GPA; (2) CMA; (3) Membership
The Committee recommended granting CM Supanich's request to join the Government and Provider Affairs Committee.

- Resignations/Thank You for Service to the Council:
 - Jesus Guillen
 - Mark Molnar
 - Veronica Pillatzke

CM Andrews expressed sadness that two consumers have resigned from the Council.
- Membership Status
 - Jeff Byers
 - The Committee discussed at length regarding the attendance policy of members who hold a seat that is no longer mandated. Jeff Byers no longer sits in a mandated seat as HRSA regulations have changed. CS Molnar brought this to the attention of the Committee and asked if there was a need to devise a special policy to address this issue. In the past, Council Support has provided some leniency for those Council Members unable to attend meetings.

Committee members wondered if it is in the best interest of the Council to expel members, due to attendance, who work closely with Marin and San Mateo. Celinda Cantu stated that state and county officials will still be able to present any information to the Council upon request and that will not change whether or not the individual sits on the Council. CMs Sutter and Andrews agreed with Celinda Cantu's assessment and believe that was no real need to create a new policy.

Council Support will now enforce the attendance policy across the board. CS Molnar will contact Jeff Byers personally and make an announcement at the next Council meeting regarding attendance policy and formerly mandated seats.

- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report, which was updated to reflect recent resignations. The Committee is more or less aligned with their goal of reflecting the demographics of the San Francisco EMA.

8. Council Website Discussion

The Committee tabled this discussion until next month, when it will previous suggestions that have not been reviewed yet.

9. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, June 13th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

10. Adjournment

The meeting was adjourned at 5:50 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 13, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Draft Agenda

1. **Introductions** Group 5:00
2. **Review/Approve May 9th 2011 Agenda – VOTE** Group 5:03
3. **Review/Approve April 11th and May 9th 2011 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:13

*Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will review a three-month report (March, April and May 2011) on Council Member attendance.
Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Letters of Warning to be sent:
 - Jeff Byers
- Letters of Probation to be sent:
- Letters of Probation that have been sent:
- Review New Member Applications:
 - Hamaseh Kianfar
- Interview/Discuss Prospective Applicant:
 - Billie Jean Kanios
- Review Renewals:
 - Matt Geltmaker
 - Carol Hudson
 - Gerardo Ramos
- Request for Leave of Absence:
 - Aaron Chandler
- Current Leave(s) of Absence:
 - Matthew Miller (April –May 2011)

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- Maritza Penagos (April–May 2011)
- Cathy Newell (April –May 2011)
- Committee Assignments:
 - Liz Gatewood requested to transfer to POI from GPA.
- Resignations/Thank You for Service to the Council:
- Membership Status:
 - Jeff Byers
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
 - Mark Molnar
- Further Action(s):

7. Demographic Information Update – VOTE

Group 6:00

The Committee will review the monthly demographic report.

8. Council Co-chair Designated Seats – VOTE

Group 6:10

The Committee will discuss a policy to determine the makeup of each Council Co-chair designated seat.

9. Council Website Discussion

Group 6:30

The Committee will assess the current Council website.

10. Next Meeting Date & Agenda Items

Group 6:55

The next Membership Committee Meeting is tentatively scheduled for Monday, June 13th, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

11. Adjournment

Group 7:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 13, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Committee Members Present: John Andrews, Wade Flores, Chris Harris, Stacia Scherich, Charles Siron, Eric Sutter

Committee Members Absent: Mark Agtane

Others Present: Dean Goodwin [DPH-HHS], Billie Jean Kanios [Prospective Applicant]

Support Staff Present: Enrique Asis, William Ching, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 5:02 pm by CM Flores. Everyone introduced themselves and quorum was established.

2. Review /Approve June 13th 2011 DRAFT Agenda – VOTE

The June 13th 2011 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve April 11th and May 9th 2011 DRAFT Minutes – VOTE

The April 11th and May 9th 2011 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Andrews announced that the San Francisco AIDS Walk is on July 17 and invited Council Members to stop by, volunteer and represent the Council. He also said that it would be a good opportunity to recruit potential members.
- CS Molnar announced that Council Support has sent out a survey to help plan for the 2011 Annual Prioritization and Allocation Summit in August. He encouraged all Council Members to complete it as soon as possible.

5. Public Comment

There was no public comment.

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6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (March, April and May 2011) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

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- Letters of Warning to be sent:
 - Jeff Byers

CS Molnar had a conversation with CM Byers regarding his recent Council attendance. Due to budget cuts, it is not feasible for CM Byers to attend meetings. He would actually like to receive a Letter of Warning to provide as tangible proof to his supervisors.

MOTION: To send a Letter of Warning to Jeff Byers.

Motion passed by consensus.

- Letters of Probation to be sent:
- Letters of Probation that have been sent:
- Review New Member Applications:
 - Hamaseh Kianfar
This application has been tabled until CS Asis receives more information.
- Interview/Discuss Prospective Applicant:
 - Billie Jean Kanios
After discussing her application and interviewing Billie Jean Kanios, the Committee felt questions regarding her reasons for leaving and rejoining the Council, medical problems, passions and current employment were sufficiently answered.

Although Billie Jean does is not currently living with HIV, she has a proven track record in HIV, as well as transgender, activism and advocacy.

The Committee recommended the applicant to the Council for a vote by consensus.

- Review Renewals:
 - Matt Geltmaker
 - Carol Hudson
 - Gerardo Ramos
The Committee reviewed CMs Geltmaker, Hudson and Ramos's application for membership renewal. The Committee recommended approving their requests by consensus.
- Request(s) for Leave(s) of Absence:
 - Aaron Chandler

CS Molnar spoke with CM Chandler and stated that he remains committed to the Council, but he has a few personal issues to resolve first.

CM Andrews asked if this would be CM Chandler's second LOA this year. The Committee reiterated the fact that all CMs are limited to two LOAs a year.

MOTION: to approve the Aaron Chandler's LOA requests.

Motion passed by consensus.

- Current Leave(s) of Absence:
 - Matthew Miller (April – May 2011)
 - Maritza Penagos (April – May 2011)
 - Catherine Newell (April – May 2011)

- Committee Assignments:
 - Liz Gatewood requested to transfer to POI from GPA.
The Committee approved CM Gatewood's request to join the Points of Integration Committee by consensus.
- Resignations/Thank You for Service to the Council:
- Membership Status
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
 - Mark Molnar
The Committee reviewed CM Molnar's Exit Interview.
- Further Action(s):

7. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report, which was updated to reflect resignations over the past few months. The Committee is more or less aligned with their goal of reflecting the demographics of the San Francisco EMA.

CM Andrews asked whether or not the current 33 Council Members includes a representative from the Long Term Care Coordinating Council (LTCCC). The answer is no, the figure does not include the representative. CM Siron encouraged the Council to recruit more youth members.

8. Council Co-Chair Designated Seats – VOTE

CS Molnar wanted input from the Committee whether one person could fill the three designated seats of: (1) Person of Color; (2) Woman; and (3) an individual living with HIV. CM Siron stated that one person could technically fill all three seats, but others, after reading the by-laws, inferred that these three seats are separate and distinct. Dean Goodwin said that using this definition, it would preclude certain groups of people from ever becoming Council Co-Chair.

The Committee then discussed if there is a need to modify the by-law itself, or to create a separate policy that would further clarify this stance. CM Harris proposed using the term "preference" when filling the seats, given how difficult it is already in recruiting Co-Chairs. Council Members emphasized the need (practically and historically) of representation from these particular communities.

The Committee decided to include a sentence or two in the Co-Chair Job Description to clarify the by-law. The Committee suggested adding "it is preferable, but not limited." This wording will now go to the Policy and Procedure Workgroup.

9. Council Website Discussion

CM Andrews stated that the recommendations for the Council website largely stem from the recommendations provided by consultant Veronica Neale. But beyond that, CM Andrews wants to gauge and improve how the Council utilizes technology and social media for the Council's benefit.

He suggested "going slow to go fast." CS Molnar stated that Council Support will take up this project after the Summit in August.

10. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, July 11th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

11. Adjournment

The meeting was adjourned at 6:50 pm by CM Flores.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 11, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Draft Agenda

- | | |
|---|------------|
| 1. Introductions | Group 5:00 |
| 2. Review/Approve July 11 th 2011 Agenda – VOTE | Group 5:03 |
| 3. Review/Approve June 13 th 2011 DRAFT Minutes – VOTE | Group 5:05 |
| 4. Announcements | Group 5:07 |
| 5. Public Comment | Group 5:10 |
| 6. Council Member Attendance Report/Letters to Send – VOTE
<i>Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will review a three-month report (April, May and June 2011) on Council Member attendance.
Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i> | Group 5:13 |
- Letters of Warning to be sent:
 - Letters of Probation to be sent:
 - Letters of Probation that have been sent:
 - Review New Member Applications:
 - Hamaseh Kianfar
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Cicily Emerson
 - Rachel Matillano
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - John Andrews (June 2011 – August 2011)
 - Aaron Chandler (June 2011 – August 2011)
 - Committee Assignments:

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- Resignations/Thank You for Service to the Council:
- Membership Status:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

Group 6:00

The Committee will review the monthly demographic report.

8. Next Meeting Date & Agenda Items

Group 6:10

The next Membership Committee Meeting is tentatively scheduled for Monday, June 13th, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

9. Adjournment

Group 6:30

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, July 11, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Committee Members Present: Chris Harris, Charles Siron, Eric Sutter

Committee Members Absent: Mark Agtane, John Andrews [E], Wade Flores [E], Stacia Scherich [E]

Others Present: Dean Goodwin [DPH-HHS]

Support Staff Present: Enrique Asis, T.J. Lee, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 5:05 pm by CM Sutter. Everyone introduced themselves and quorum was not established.

2. Review /Approve July 11th 2011 DRAFT Agenda – VOTE

The July 11th 2011 DRAFT Agenda was reviewed and not approved due to lack of quorum.

3. Review /Approve June 13th 2011 DRAFT Minutes – VOTE

The June 13th 2011 DRAFT Minutes were reviewed and not approved due to lack of quorum.

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4. Announcements

- CS Molnar announced that the Summit will take place on Friday, August 26, in addition to the Council meeting on Monday August 22.
- CM Harris announced an article about HOPWA in the Bay Area Reporter.
- CS Asis announced the pre-Summit orientation which will go over service categories. See him for more information.

5. Public Comment

There was no public comment.

6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (April, May and June 2011) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:

- Letters of Probation to be sent:

- Letters of Probation that have been sent:
- Review New Member Applications:
 - Trinity Dushon
The Committee discussed Trinity Dushon's application to join the Council. Given the proximity of the Summit, the committee decided to interview him in September.
- Interview/Discuss Prospective Applicant:
- Review Renewals:
 - Cicily Emerson
 - Rachel Matillano
The Committee reviewed CMs Emerson and Matillano's renewal applications. The Committee will forward their recommendation to approve their applications.
- The Committee also recommended that Council members up for renewal will need to be re-interviewed in person.
- Request(s) for Leave(s) of Absence:
- Current Leave(s) of Absence:
 - Aaron Chandler (June 2011 – August 2011)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Membership Status
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
 - Mark Molnar
The Committee reviewed CM Molnar's Exit Interview.
- Further Action(s):

7. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report, which was updated to reflect resignations and additions over the past few months. The Committee is more or less aligned with their goal of reflecting the demographics of the San Francisco EMA.

The Council currently has 34 members, not including the representative from the Long Term Care Coordinating Council (LTCCC).

8. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, August 8th 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

9. Adjournment

The meeting was adjourned at 5:45 pm by CM Flores.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 8, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Draft Agenda

1. Introductions Group 5:00
2. Review/Approve August 8th 2011 DRAFT Agenda – VOTE Group 5:03
3. Review/Approve June 13th and July 11th 2011 DRAFT Minutes – VOTE Group 5:05
4. Announcements Group 5:07
5. Public Comment Group 5:10
6. Council Member Attendance Report/Letters to Send – VOTE Group 5:13
Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will review a three-month report (May, June and July 2011) on Council Member attendance.
Committee will decide whether to send letters to Council Members not meeting attendance requirements.
 - Letters of Warning to be sent:
 - Mark Agtane
 - Jeff Byers
 - Letters of Probation to be sent:
 - Letters of Probation that have been sent:
 - Review New Member Applications:
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Don Soto
 - Request for Leave of Absence:
 - Gerardo Ramos
 - Current Leave(s) of Absence:
 - Aaron Chandler (June 2011 – August 2011)
 - Committee Assignments:

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- Resignations/Thank You for Service to the Council:
 - Membership Status:
 - Dismissal Letters to be sent due to attendance requirements:
 - Review Exit Interview(s):
 - Further Action(s):
- 7. Demographic Information Update – VOTE** Group 5:30
The Committee will review the monthly demographic report.
- 8. Prioritization and Allocation Discussion – VOTE** Group 5:40
The Committee will begin discussing 2011 prioritization and allocation decisions and consider motions from the Consumer and Minority Affairs Committee.
- 9. New Member Recruitment Strategies** Group 6:35
The Committee will discuss methods to increase HHSPC membership.
- 10. Next Meeting Date & Agenda Items** Group 6:55
The next Membership Committee Meeting is tentatively scheduled for Monday, September 12th, 25 Van Ness Room 330B from 5-7 pm.
- Parking Lot:
- 11. Adjournment** Group 7:00
-

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 8, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

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Committee Members Present: Wade Flores, Chris Harris, Stacia Scherich, Eric Sutter

Committee Members Absent: Mark Agtane [E], John Andrews [E], Charles Siron [E-Proxy:Eric Sutter]

Others Present: Dean Goodwin [DPH-HHS], Lee Jewell, Billie Jean Kanios

Support Staff Present: Enrique Asis, William Ching, T.J. Lee, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 5:08 pm by CM Flores. Everyone introduced themselves and quorum was not established.

2. Review /Approve August 8th 2011 DRAFT Agenda – VOTE

The August 8th 2011 DRAFT Agenda was reviewed and not approved due to lack of quorum.

3. Review /Approve June 13th and July 11th 2011 DRAFT Minutes – VOTE

The June 13th and July 11th 2011 DRAFT Minutes were reviewed and not approved due to lack of quorum.

4. Announcements

- CS Molnar suggested moving agenda item #8 to right after public comment. CS Molnar also briefly explained agenda item #10.
- CS Asis announced that he is in contact with the Long Term Care Coordinating Council representative and briefing her on the Council's application process.
 - CM Harris wondered if the Council could waive certain requirements for the LTCCC representative (such as home committee attendance requirements). CS Molnar stated that the Membership Committee could make exceptions for Council members.
- CS Molnar also announced that the annual Summit will occur on Friday August 26 from 9-5 pm.

5. Public Comment

There was no public comment.

6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (May, June and July 2011) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Mark Agtane
The Committee recommended to send CM Agtane a Letter of Warning.
- Letters of Probation to be sent:
 - Jeff Byers
The Committee recommended to send CM Byers a Letter of Probation.
- Letters of Probation that have been sent:
- Review New Member Applications:
- Interview/Discuss Prospective Applicant:
- Review Renewals:
 - Don Soto
The Committee recommended approving CM Soto's renewal application.

The Committee discussed the possibility of interviewing renewal applicants. The Committee will discuss this at the next Committee meeting.

- Request(s) for Leave(s) of Absence:
 - Gerardo Ramos
The Committee recommended granting CM Ramos' Leave of Absence request.
- Current Leave(s) of Absence:
 - Aaron Chandler (June 2011 – August 2011)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Membership Status
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Demographic Information Update – VOTE

The Committee reviewed the monthly demographics report, which was updated to reflect resignations and additions over the past few months. The Committee is more or less aligned with their goal of reflecting the demographics of the San Francisco EMA.

The Council currently has 34 members, not including the representative from the Long Term Care Coordinating Council (LTCCC).

8. Prioritization and Allocation Discussion – VOTE

CS Molnar continued facilitating a month long conversation about the annual Prioritization and Allocation Summit late this month. To better distinguish two similar but distinct Council processes, the first half of the Summit will deal with resource allocation, while the latter half will focus on priority setting. CS Molnar also said that the Council members will split into smaller groups during the priority setting discussion to allow all members' voices to be heard and included.

The PLWH Advocacy Group first started the first set of motions, which every Council Committee will have a chance to review, amend and approve. Council members also have the option to propose new motions as well. CS Molnar reviewed the Consumer and Minority Affairs Committee's decision to consider changes to benefits. The Committee adjusted, but kept much of the motion's language the same. The Membership Committee has an opportunity to amend, approve, reject or even propose a new motion.

Approved by the CMA Committee:

1. Level or Decreased Funding Scenario

If allocation levels are decreased, those service categories providing benefits counseling will receive a 1% increase in funding; allocations for core services will then be reduced proportionately until the mandated 75% minimum of allocation to core services is reached. If further reduced allocation is required, reductions will occur proportionately across all other service categories.

2. Increased Funding Scenario

If allocation levels are increased, those service categories providing benefits counseling will receive a 1% increase in funding; allocations for support services will then be increased proportionately until the mandated 25% maximum of allocation to support services is reached. If further increased allocation is required, increases will occur proportionately across all other service categories.

After meeting with the Co-chairs, DPH and the San Francisco AIDS Foundation, CM Jewell presented an alternate motion for consideration, one that focuses on changes (LIHPS) in the face of health care reform.

Dean Goodwin gave the Committee a little more information and background on the Low Income Health Programs, including potential eligibility criteria. CS Molnar relayed information from a recent HIV/AIDS Provider Network (HAPN) meeting, stating that the number of Ryan White clients migrating to LIHP is still currently unknown. The Council will ask DPH to provide more information in a future meeting. CS Molnar suggested that the Council focus on benefits counseling, given so many variables and incomplete information at the time.

CM Jewell stated that benefits counseling might be the best way to prepare consumer and clients of services for upcoming healthcare changes. The use of rollover funds may not instill a long term change, especially given the fact HRSA has the authority to reject such a request.

The Committee discussed and amended the motions, which reads as the following:

1. Level Funding Scenario

If allocation levels remain level, service category resource allocation will remain level across all other categories.

If resources became available due to the migration of RWPA clients to LIHP, resource allocation to service provision within those service categories that provide Benefits Counseling will be increased up to 5% of the current amount. If resources are available beyond that allocation, allocations will be shared proportionately across all service categories.

2. Decreased Funding Scenario

If allocation levels are decreased, allocations for care services will then be reduced proportionately until the mandated 75% minimum of allocation to care services is reached. If further reduced allocation is required, reductions will occur proportionately across all other service categories.

If resources became available due to the migration of RWPA clients to LIHP, resource allocation to service provision within those service categories that provide Benefits Counseling will be increased up to 5% of the current amount. If resources are available beyond that allocation, allocations will be shared proportionately across all service categories.

3. Increased Funding Scenario

If allocation levels are increased, allocations for support services will then be increased proportionately until the mandated 25% maximum of allocation to support services is reached. If further increased allocation is required, increases will occur proportionately across all other services categories.

If resources became available due to the migration of RWPA clients to LIHP, resource allocation to service provision within those service categories that provide Benefits Counseling will be increased up to 5% of the current amount. If resources are available beyond that allocation, allocations will be shared proportionately across all service categories.

The motion passed by consensus. See Voting Sheet.1.

9. Policy and Procedure Update – VOTE

The Committee reviewed, discussed and voted upon the following policies and procedures:

7.1 Meeting Attendance – Approved by the Committee

At-Large Steering Committee Job Description (to be created) – CS Molnar stated that the Membership Committee will be tasked with creating a job description for At-Large Steering Committee members paying close attention to two concepts: (1) term lengths and (2) home committee requirements. Council Support brought copies of Co-chair and Council member jobs descriptions as a starting point for discussion.

Since Steering Committee does not count as a “home committee” and will not count towards attendance requirements, some Committee members expressed concern that Council members may be stretched too thin. CM Harris offered to review the job descriptions and draft a new policy for At-Large Steering members before the next Membership Committee meeting. CM Sutter also volunteered.

Next, the Committee reviewed the Mentoring Policy. CS Asis stated that this policy has already been reviewed and approved by the Council in 2008. Overall, the program is entirely voluntary and is still going strong. CS Asis has a current list of Council mentor matches.

CM Harris suggested replacing “care” with the “Ryan White Program” throughout the document. The document was then approved by the Committee.

10. New Member Recruitment Strategies

The Committee discussed possible recruitment strategies:

CM Harris offered to email HOPWA providers copies of brochures in order to tap emerging communities as potential Council members.

CM Sutter suggested reaching out to people Council members already know.

CS Asis stated that it is usually more difficult to recruit and retain consumers.

11. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, September 3rd 2011, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

- At-Large Steering Committee Members
- Interviewing renewal applicants

12. Adjournment

The meeting was adjourned at 6:30 pm by CM Flores.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 12, 2011

Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330B

5:00-7:00 pm

Draft Agenda

- | | |
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| 2. Review/Approve September 12 th 2011 DRAFT Agenda – VOTE | Group 5:03 |
| 3. Review/Approve August 8 th 2011 – VOTE | Group 5:05 |
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| 5. Public Comment | Group 5:10 |
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Committee will review a three-month report (June, July and August 2011) on Council Member attendance.
Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i> | Group 5:13 |
| • Letters of Warning to be sent:
▪ Jeff Byers | |
| • Letters of Probation to be sent:
▪ Mark Agtane | |
| • Letters of Probation that have been sent: | |
| • Review New Member Applications:
▪ Justin Douglas Haith
▪ Kenneth S. Hornby | |
| • Interview/Discuss Prospective Applicant: | |
| • Review Renewals:
▪ Mark Agtane
▪ Ken Pearce
▪ Don Soto | GOVERNMENT
DOCUMENTS DEPT
SEP 12 2011 |
| • Request for Leave of Absence: | |
| • Current Leave(s) of Absence:
▪ Gerardo Ramos (August – September 2011) | SAN FRANCISCO
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- Committee Assignments:
Aaron Chandler (GPA)
- Resignations/Thank You for Service to the Council:
▪ Jeff Byers
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Website Discussion - VOTE

Group 5:30

The Committee will discuss development of the council's website.

8. Health Care Reform – VOTE

Group 5:50

The Committee will begin discussing options for engaging Health Care Reform.

9. Policy and Procedure Update – VOTE

Group 6:00

The Committee will review policies approved.

10. Demographic Information Update & New Member Recruitment Strategies – VOTE

Group 6:25

The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.

11. Next Meeting Date & Agenda Items

Group 6:55

The next Membership Committee Meeting is tentatively scheduled for Monday, October 11th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 5-7 pm.

Parking Lot:

12. Adjournment

Group 7:00

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
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Page 2 of 3

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 12, 2011

Department of Public Health

730 Polk, 3rd Floor

5:00-7:00 pm

Committee Members Present: Mark Agtane, John Andrews, Wade Flores, Chris Harris, Charles Siron,

Committee Members Absent: Eric Sutter

Others Present:

Support Staff Present: David Jordan, Enrique Asis, Mark Molnar, Matthew Simmons, T.J. Lee

Draft Minutes

1. Introductions

The meeting was called to order at 5:08 pm by Council Member Flores. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

CS Molnar asked to move items 7 ahead of item 6 due to availability of CS Simmons.

The agenda was reviewed and approved by consensus.

3. Review /Approve October 11th DRAFT Minutes and November 8th DRAFT Notes – VOTE

The August 8th DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar HAPN scheduled welcomed meeting for both councils to discuss health care reform for first Friday of October 7th. On October 13th is the joint meeting at Bahia Center.
- CS Asis mentioned that the LTCCC member Marci Peterson will join council in October, Trinity Dushcon has decided not to pursue membership at this time, but may apply in the future.
- CS Molnar: committee reassignment process will begin in October.
- CM Flores will be out of town during the month of October.

5. Public Comment

There was no public comment.

6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (September, October and November 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - None
- Update of Letters of Probation that have been sent:
Mark Agtane
- Review New Member Applications:
Justin Douglas Haith: Former member of Florida HIV counsel, fit demographic preference, law student.
Kenneth S. Hornsby: Long term survivor
- CM Harris motioned to interview Justin Haith in October, CM Agtane second
- Interview/Discuss Prospective Applicant:
None
- Review Renewals:
 - Mark Agate: CM Agate's renewal was tabled until next month at which time he might be off of probation
 - Ken Pearce: CM Siron motioned to approve CM Pearce renewal, motion passed unanimously
- Request(s) for Leave of Absence:
- Current Leave(s) of Absence:
 - Gerardo Ramos (August – September 2011)
- Committee Assignments:
 - Aaron Chandler: would like have assignment moved to GPA

The Committee approved Aaron Chandler's request to move to GPA.
- Resignations:
 - Jeff Byers
- Thank You for Service to the Council:
 - Paul Margolis
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):

7. Website Discussion – Vote

- CS Molnar introduced CS Simmons.
- Bios and photos

- Interactivity or informational element
- Community blog
- Update membership applications
- Update membership calendars
- Advocacy project
- Include POI
- Banners or links to connect with social media
- Mac compatibility
- Broken links as well as new links to related sites
- Privacy regarding bios on site was discussed, it was stated that though council members info is public record, bios would be self created and only include info that member is comfortable with.

8. Health Care Reform

- CS Molnar discussed preparations made in advance of health care reform which include education seminars and the formation of work group/ taskforce; should they happen concurrently or should the education take place before formation of work group.
- CM's Flores, Andrews, Harris, & Agtane all spoke in favor a concurrent approach.

9. Policy and Procedure Update – Vote

10. Demographic Information Update & New Member Recruitment Strategies – Vote

- Focus on Youth, Native American, and Transgender
- CM Agate reinforced the fact that membership applications on the website were ineffective
- CS Asis Suggested that he be contacted directly in that case.

11. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, October 3rd 2011, 730 Polk 3rd floor.

Parking Lot:

- Committee assignments
- Reviewing new member applications

12. Adjournment

The meeting was adjourned at 6:25 pm by Co-Chair Flores.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 3, 2011

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room
5:00-7:00 pm

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Draft Agenda

- | | |
|---|------------|
| 1. Introductions | Group 5:00 |
| 2. Review/Approve September 12 th 2011 DRAFT Agenda – VOTE | Group 5:03 |
| 3. Review/Approve August 8 th 2011 – VOTE | Group 5:05 |
| 4. Announcements | Group 5:07 |
| 5. Public Comment | Group 5:10 |
| 6. Council Member Attendance Report/Letters to Send – VOTE
<i>Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will review a three-month report (June, July and August 2011) on Council Member attendance.
Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i> | Group 5:13 |
- Letters of Warning to be sent:
 - Letters of Probation to be sent:
 - Letters of Probation that have been sent:
 - Mark Agtane
 - Review New Member Applications:
 - Trinity Dushon
 - Interview/Discuss Prospective Applicant:
 - Justin Douglas Haith
 - Kenneth S. Hornby
 - Review Renewals:
 - Mark Agtane
 - Request for Leave of Absence:
 - Carol Hudson (September –October)
 - Gerardo Ramos (October –November)
 - Current Leave(s) of Absence:

- Gerardo Ramos (August – September 2011)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Committee Assignment - Vote Group 6:20
The Committee will discuss assignment of Council Members to Council committees.
8. Demographic Information Update & New Member Recruitment Strategies – VOTE Group 6:45
The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.
9. Next Meeting Date & Agenda Items Group 6:55
The next Membership Committee Meeting is tentatively scheduled for Monday, November 14th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 5-7 pm.

Parking Lot:

10. Adjournment Group 7:00
-

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 3rd 2011

Department of Public Health

730 Polk, 3rd Floor

5:00-7:00 pm

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Committee Members Present: John Andrews, Chris Harris, Charles Siron, Eric Sutter

Committee Members Absent: Wade Flores, Mark Agtane,

Others Present: Justin Haith (Planning Council Applicant), Kenneth Hornsby (Planning Council Applicant).

Support Staff Present: Enrique Asis, David Jordan, T.J. Lee, Mark Molnar,

Draft Minutes

1. Introductions

The meeting was called to order at 5:08 pm by Council Eric Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The agenda was reviewed and approved by consensus.

3. Review /Approve September 12th DRAFT Minutes– VOTE

The Minutes were approved consensus.

4. Announcements

- CS Molnar announced the Sept ember 7th 9:00 – 11:00 HAPN meeting at 730 Polk 4th floor, in the Banyan Room, Focusing on the formation of a Health Care Reform Task Force.
- CM Chris Harris announced the HUD meeting at AIDS 18th of October.
- CM Chris Harris announced the October 19th Mayoral town hall meeting .
- CS Molnar announced that Proxy Voting was only allowed as a special dispensation for PLWH.

5. Public Comment

There was no public comment.

6. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (September, October and November 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- CS Lee explained that to due to a computer error he was unable to asses
- Mark Agante no longer on probation, and his Council membership could be reviewed for renewal

- Letters of Warning to be sent:
 - None

MOTION-CM Harris/CM Sutter: To send letters of warning to the above Council Members. Motion passed by consensus.

- Update of Letters of Probation that have been sent:
 - None

- Review New Member Applications:

- Trinity Dushon
 - CS Asis explained that Trinity Dushon has reversed his decision not to pursue membership on the council. In the intervening period Trinity has joined the Marin Planning council.
 - CS Molnar Explained that Trinity has been a regular and vocal attendant at Council meetings.
 - CM Siron questioned whether Trinity would have time to participate on both Councils
 - CS Asis explained that Trinity had assured him that he would be able to give the council the appropriate amount of attention.
 - CS Molnar Cautioned
 - **Motion by CS Sutter to interview Trinity Dushon for Membership, CM Siron seconded**
 - Motion Passed

- Interview/Discuss Prospective Applicant:

- Justin Douglas Haith
 - CS Asis voiced his approval of Justin's application, listing his involvement in a variety of community organizations.
 - CM Sutter asked where Justin's interest in the council comes from
 - Justin explained he'd had worked as a case worker with children. Following this he realized that his passion was advocacy and planned to attend law school in order to help make legislative changes around HIV/AIDS. After moving to San Francisco he faced housing issues had need to access Ryan White funded services which further galvanized his desire to participate in advocacy in the community.
 - CM Andrews asked if Justin would be able to find time after starting law school.
 - Justin stated that he believed that he would have more time due to stipend and decrease in volunteering.
 - CM Siron asked about Justin's challenges he's face since moving to California from Florida.
 - Justin Explained that Housing has been his biggest challenge.
 - CM Siron asked his impression of the planning council
 - Justin responded to that he was impressed with the council's organization and passion.
 - CM Harris asked Justin what populations or communities he would be representing on the council.
 - Justin stated that he felt that he would be representing PLWA as well as person of color, and youth and the newly diagnosed.
 - CS Molnar asked Justin how he would deal with disagreement

- Justin Responded that he felt that part of impassioned conversation would often lead to disagreement, and that was something he was prepared for; he also stated that in committee meetings that he had attended, that disagreements had been handled fairly, and the because the Council members had a shared overall goal that differences of opinion could be overcome.
- CM Sutter Motioned to bring Justin's application to the full council, CM Siron seconded
 - Motion passed unanimously
- Kenneth S. Hornsby
 - CS Asis listed Kenneth Hornsby's references
 - Siron asked about his attendance at previous meetings
 - CS Asis explained that he had attended two full council meetings as well as many committee meetings
 - CM Sutter asked Kenneth about his interest in planning council.
 - Kenneth explained that he had been referred by CM Ramos
 - CM Andrews asked about Kenneth's ability to committee the amount of time need for council membership
 - Ken explained that his work in the community has been a priority for a number of years.
 - CM Harris asked what voices he would represent.
 - Ken explained that he would represent PLWA, Consumer of Services, long term survivors, as well as community advocate
 - CS Molnar asked how Ken would handle dealing larger scope of the council
 - Ken explained that he was comfortable in advocacy for himself and his community
 - CS Molnar followed the question by explaining
 - CM Andrews Motioned to bring Kenneth's application to the full council, CM Sutter seconded.
 - Motioned passed unanimously.
- Review Renewals:
 - Mark Agante : Tabled until next month
- Request(s) for Leave of Absence:
 - Rachel Matillano (October – November) :
 - Granted
 - Carol Hudson (September-October)
 - Requested leave due to illness
 - CM Andrews Motioned to grant LOA, CM Siron seconded
 - Motion Passed
 - Gerardo Ramos (October – November) :
 - Granted
- Current Leave(s) of Absence:

Gerardo Ramos (August – September 2011)

- Committee Assignments:
 - None
- Resignations:
 - None
- Thank You for Service to the Council:
 - None
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Committee Assignment - VOTE

- CM Andrews explained that he feels that Membership committee does not need to have the same amount of members as, CMA and GPA. He also voiced concerned that GPA did not include enough consumers.
- CM Harris asked about consumer comfort level on GPA committee.
- CS Molnar explained that it has improved in both practice and perception.
- CM Sutter voiced that balance within committees are more important than equal amount members.
- CM Siron voiced the opinion that there should be greater movement of members across committees
- CM Harris asked the whether there was a value in shifting members across committees.
- CS Molnar voiced the opinion that though shifting members to new committees was of value, it seemed clear to him the placing committee members according strengths in particular areas was also a priority.
- CM Sutter Motioned to except propose changes to committee assignments, CM Siron Seconded.
 - Motion Passed

8. Demographic Information Update & New Member Recruitment Strategies - VOTE

- CM Andrew asked, could the council perform outreach at upcoming meeting s (HOPWA , HIV and aging presentation on October 20th @ LGBT center).

9. Next Meeting Date & Agenda Items – VOTE

- At large Committee member.
- Website.
- The next Membership Committee Meeting is tentatively scheduled for Monday, November 14th 2011, 730 Polk 3rd floor.

10. Adjournment

The meeting was adjourned at 6:34 pm by Co-Chair Sutter.

COMMITTEE ASSIGNMENTS

<u>Membership</u>	<u>CMA</u>	<u>GPA</u>	<u>POI</u>
Mark Agtane	Billie Cooper	Aaron Chandler	Billie Jean Kanios
John Andrews	Mary Lawrence Hicks	Cicily Emerson	Catherine Newell
Wade Flores	Carol Hudson	Matt Geltmaker	Ken Pearce
Chris Harris	Rachel Matillano	Steve Manley	Gwen Smith
Gerardo Ramos	Matthew Miller	Maritza Penagos	Laura Thomas
Charles Siron	Michael Scarce	George Simmons	Margot Antonetty
Eric Sutter	Lee Jewell	Channing Wayne	Don Soto
	Stacia Scherich	Laura Tannenbaum	Liz Gatewood
		Chip Supanich	



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 14, 2011

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

5:00-7:00 pm

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Draft Agenda

1. **Introductions** Group 5:00
2. **Review/Approve October 3rd 2011 DRAFT Agenda – VOTE** Group 5:03
3. **Review/Approve September 12th Minutes 2011 – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:13
Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (July, August and September 2011 & August, September and October 2011) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.
 - Letters of Warning to be sent:
 - Letters of Probation to be sent:
 - Letters of Probation that have been sent:
 - Review New Member Applications:
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Mark Agtane
 - Request for Leave of Absence:
 - Cicily Emerson (January – February) & (March – April)
 - Current Leave(s) of Absence:
 - Gerardo Ramos (October – November)
 - Rachel Mattilano (October – November)

- Committee A Signments:
- Resignations, Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
- Further Action(s):

7. Rules of Respectful Engagement Review – VOTE

The Committee will discuss assignment of Council Members to Council committees.

Group 6:20

8. Policy and Procedure Update – VOTE

The Committee will discuss and review the changes to the following policies by the Policy and Procedure Work Group:

- Council Co-Chair Job Description*
- Committee Co-Chair Job Description*
- At-Large Member Job Description*

Group 6:35

9. Demographic Information Update & New Member Recruitment Strategies – VOTE

The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.

Group 6:45

10. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, December 12th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 5-7 pm.

Group 6:55

Parking Lot:

11. Adjournment

Group 7:00

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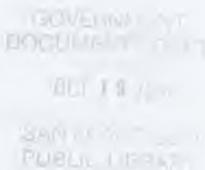
MEMBERSHIP COMMITTEE

Monday, November 14th 2011

Shanti Project

730 Polk, 3rd Floor

5:00-7:00 pm



Committee Members Present: John Andrews, Mark Agtane, Wade Flores, Chris Harris, Charles Siron, Eric Sutter

Committee Members Absent: Gerardo Ramos [LOA]

Others Present: Trinity Dushon (Planning Council Applicant), Brian DiCrocco (Planning Council Applicant).

Support Staff Present: Enrique Asis, David Jordan, T.J. Lee, Mark Molnar,

Draft Minutes

1. Introductions

The meeting was called to order at 5:03 pm by Council Wade Flores. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The November 14th agenda was reviewed and approved by consensus.

3. Review /Approve September 3rd DRAFT Minutes– VOTE

The October 3rd Minutes were approved consensus.

- Edit out contents of the applicant interviews.

4. Announcements

- CS Asis announced the new council member training on November 18th at 730 Polk.
- CM Harris announced that Dean Goodwin had undergone surgery following a stroke.
- CS Molnar announced that the Steering Committee will take place on November 17th and the full council meeting will take place on November 21st.
- CS Asis gave the committee an update on former council member Steve Manley's health.

5. Public Comment

There was no public comment.

6. Committee Co-Chair Nominations and Elections – Vote

- CM Andrews nominated CM's Sutter and Flores
- CM Siron Seconded
- Motion Passed unanimously.

7. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (September, October and November 2010) on Council Member

attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - None
- Update of Letters of Probation that have been sent:
 - None
- Review New Member Applications:
 - Brian DiCrocco
 - Committee discussed Brian's application for membership.
 - CM Sutter Motioned to Interview Brian, CM Siron seconded
 - **Motion Passed**
 - James Frazier
 - Committee discussed James' application for membership.
 - CM Sutter Motioned to Interview James, CM Siron seconded
 - **Motion Passed**
- Interview/Discuss Prospective Applicant:
 - Trinity Dushon
 - Committee interviewed Trinity.
 - Committee discussed Trinity's application for membership.
 - CM Sutter Motioned to not recommend Trinity for membership.
 - **Motion Passed**
- Review Renewals:
 - Mark Agtane
 - Committee discussed Mark's membership renewal.
 - CM Andrews Motioned to accept Marks renewal, CM Sutter Seconded.
 - **Motion Passed unanimously**
- Request(s) for Leave of Absence:
 - Cicily Emerson (January – February 2012)&(March – April 2012) :
 - Granted
- Current Leave(s) of Absence:
 - Gerardo Ramos (October – November)
 - Rachel Mantillano (October – November)
- Committee Assignments:
 - Justine Haith – Membership
 - Granted
- Resignations:
 - Steve Manley
- Thank You for Service to the Council:
 - Steve Manley

- Dismissal Letters to be sent due to attendance requirements:
 - None
- Review Exit Interview(s):
- Further Action(s):

8. Rules of Respectful Engagement Review - VOTE

- CS Molnar explained actions and feedback of the previous committees.
- CM Siron motioned to accept rules of engagement as it stands, CM Flores Seconded.
- **Motioned Passed Unanimously**

9. Policy and Procedure Update – Vote

- Motion to accept changes committee co-chair job description language.
- **Motion Passed**

10. Demographic Information Update & New Member Recruitment Strategies – VOTE

- Committee reviewed the Demographic report, as well as recruitment strategies.

11. Next Meeting Date & Agenda Items – VOTE

- The next Membership Committee Meeting is tentatively scheduled for Monday, January 9th 2012, 730 Polk 3rd floor.

12. Adjournment

The meeting was adjourned at 7:15 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 9, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

5:00-7:00 pm

Draft Agenda

1. **Introductions** Group 5:00
2. **Review/Approve January 9th DRAFT Agenda – VOTE** Group 5:03
3. **Review/Approve November 14th 2011 Minutes 2011 – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Interview/Discuss Prospective Applicant – VOTE** Group 5:15
 - Brian DiCrocco
7. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:40
 - Council Support will update Committee on Attendance Letters sent, and status of Council Members.*
 - Committee will review a three-month report (October, November and December 2011) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*
 - Letters of Warning to be sent:
 - Letters of Probation to be sent:
 - Letters of Probation that have been sent:
 - Review Prospective Member Applications:
 - Elaine Flores
 - Interview/Discuss Prospective Applicant:
 - James Frazier
 - Review Renewals:
 - Michael Scarce
 - Request for Leave of Absence:
 - Chris Harris (January – February 2012)

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- Current Leave(s) of Absence:
 - Cicily Emerson (Ends April 2012)
 - Committee Assignments:
 - Resignations/Thank You for Service to the Council:
 - Michelle Spence
 - Billie-Jean Kanios
 - Dismissal Letters to be sent due to attendance requirements:
 - Review Exit Interview(s):
 - Further Action(s):

Demographic Information Update & New Member Recruitment Strategies – VOTE Group 6:35
Committee will review the monthly demographic report. The Committee will discuss methods to increase SPC membership.

Policy and Procedure Update – VOTE Group 6:45
Committee will discuss and review any policies and procedures relevant to the Membership committee

Next Meeting Date & Agenda Items Group 6:55
The next Membership Committee Meeting is tentatively scheduled for Monday, February 13th, 730 Polk Street, H Conference Room, 3rd Floor, SF, CA from 5-7 pm.

Parking Lot:

Complaint Group 7:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 9th 2012

Shanti Project

730 Polk, 3rd Floor

5:00-7:00 pm

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Committee Members Present: John Andrews, Wade Flores, Justin Haith, Eric Sutter

Committee Members Absent: Chris Harris [E], Charles Siron, Mark Agtane

Others Present: James Frazier (Planning Council Applicant), Brian DiCrocco (Planning Council Applicant).

Support Staff Present: Enrique Asis, David Jordan, T.J. Lee, Mark Molnar,

Final Minutes

1. Introductions

The meeting was called to order at 5:03 pm by Council Co-Chair Eric Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The January 9th agenda was reviewed and approved by consensus.

3. Review /Approve November 14th DRAFT Minutes– VOTE

The November 14th Minutes were approved consensus.

4. Announcements

- CS Molnar announced Steering Committee meeting has been moved to January 19th.
- CS Molnar announced that the Cultural Humility training would take place on January 26th.
- Health Care Task Force has met, action plan has been adopted, discussion focused on structure of group.
- CS Molnar announced three comprehensive year plan work group has had their first meeting.
- CS Molnar announced Steering retreat will take place at end of February and will focus on 3 yr plan
- CS Molnar reported on funding stop-loss, due to loss of Pelosi add backs to the budget there will be a two million dollar short-fall to. Mayor Lee has chosen to set aside 1.8 million to replace a portion of short-fall.
- CS Molnar announced Gerardo Ramos will return to Council and will join the CMA committee.
- CS Molnar updated committee on Transgender Women's Needs Assessment.

5. Public Comment

There was no public comment.

6. Interview/Discuss Prospective Applicant – Vote

- Brian DiCrocco
 - Committee Discussed Brian's application.

- Committee Interviewed Brian.
- CM Andrews Motioned to recommend Brian for membership.
- CM Sutter Seconded.
- CM Flores abstained.
- **Motion Passed**

7. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (September, October and November 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - None
- Update of Letters of Probation that have been sent:
 - None
- Review New Member Applications:
 - Elaine Flores
 - Committee discussed Elaine's application for membership.
 - CM Andrews motioned to Interview Elaine, CM Sutter seconded
 - CM Flores abstained
 - **Motion Passed**
- Interview/Discuss Prospective Applicant:
 - James Frazier
 - Committee interviewed James.
 - Committee discussed James' application for membership.
 - CM Andrews Motioned to not recommend James for membership.
 - CM Sutter Seconded.
 - CM Flores abstained.
 - **Motion Passed**
- Review Renewals:
 - Michael Scarce
 - Committee discussed Michael's membership renewal.
 - CM Andrews Motioned to accept Michael's renewal, CM Sutter Seconded.
 - **Motion Passed unanimously**
- Request(s) for Leave of Absence:
 - Chris Harris:
 - Granted
- Current Leave(s) of Absence:
 - Cicily Emerson (ends April 2012)
- Committee Assignments:

- Gerardo Ramos (moved to CMA)
 - Granted
- Resignations:
 - Michelle Spence
 - Billie Jean Kanios
- Thank You for Service to the Council:
 - Michelle Spence
 - Billie Jean Kanios
- Dismissal Letters to be sent due to attendance requirements:
 - None
- Review Exit Interview(s):
- Further Action(s):

8. Policy and Procedure Update – Vote

- Item not discussed.

9. Demographic Information Update & New Member Recruitment Strategies – VOTE

- Committee reviewed the Demographic report, as well as recruitment strategies.

10. Next Meeting Date & Agenda Items – VOTE

- The next Membership Committee Meeting is tentatively scheduled for Monday, February 13th 2012,
730 Polk 3rd floor.
 - Parking Lot
 - Review current committee assignment roster.

11. Adjournment

The meeting was adjourned at 6:56 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 13, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

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Draft Agenda

1. **Introductions** Group 3:00
2. **Review/Approve February 13th DRAFT Agenda – VOTE** Group 3:03
3. **Review/Approve January 9th 2011 Minutes 2011 – VOTE** Group 3:05
4. **Announcements** Group 3:07
5. **Public Comment** Group 3:10
6. **New Meeting Time for Membership Committee - VOTE** Group 3:15

The Committee will consider changing its meeting time to 3:00 – 5:00.

7. **Council Member Attendance Report/Letters to Send – VOTE** Group 3:20

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (October, November and December 2011) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Aaron Chandler
- Letters of Probation to be sent:
 - Rachel Matillano
- Letters of Probation that have been sent:
- Interview/Discuss Prospective Applicant:
 - Elaine Flores
- Review Prospective Member Applications:
 - Gabriel Ortega
 - Reginald Williams
- Review Renewals:

- Request for Leave of Absence:
 - Channing Wayne
- Current Leave(s) of Absence:
 - Cicily Emerson (Ends April 2012)
 - Chris Harris (January – February 2012)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
 -
- Further Action(s):

8. Demographic Information Update & New Member Recruitment Strategies Group 4:35
The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.
9. Policy and Procedure Update – VOTE Group 4:45
The Committee will discuss and review any policies and procedures relevant to the Membership committee
10. Next Meeting Date & Agenda Items Group 4:55
The next Membership Committee Meeting is tentatively scheduled for Monday, March 12th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from TBD.

Parking Lot:

11. Adjournment Group 5:00
-

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 13th 2012

Shanti Project

730 Polk, 3rd Floor

3:00-5:00 pm



Committee Members Present: Mark Agtane, John Andrews, Justin Haith, Chris Harris, Charles Siron, Eric Sutter

Committee Members Absent: Wade Flores,

Others Present: Gabriel Ortega (Planning Council Applicant)

Support Staff Present: Enrique Asis, David Jordan, T.J. Lee

Minutes

1. Introductions

The meeting was called to order at 5:03 pm by Council Co-Chair Eric Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The February 13th agenda was reviewed and approved by consensus.

3. Review /Approve DRAFT Minutes– VOTE

The January 9th Minutes were approved consensus.

4. Announcements

- CS Lee reported on the “Quilt in the Castro”
- CM Andrews announced that the Policy and Procedure work group meeting has been moved to the 23rd of February.

5. Public Comment

There was no public comment.

6. New Meeting Time for Membership Committee – Vote

- CM Sutter opened the conversation about the change in the meeting time for the Membership committee.
- CM Sutter Motioned to adopt the new schedule, CM Andrews seconded.
- Motion Passed

7. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (September, October and November 2010) on Council Member

Page 1 of 3

attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Aaron Chandler
 - Committee approved Letter of Warning
- Update of Letters of Probation that have been sent:
 - None
- Review Prospective Member Applications:
 - Gabriel Ortega
 - Committee reviewed Gabriel's application.
 - CM Andrews noted that Gabriel has not attended a Full Council Meeting.
 - Committee agreed that they would table Gabriel's application until after he had attended a Full Council meeting.
 - Reginald Williams
 - Committee reviewed Reginald's application.
 - Committee agreed to interview Reginald at next month's meeting.
 - Michael Smithwick
 - Committee reviewed Michael's application.
 - Committee agreed to interview Michael at next month's meeting.
- Interview/Discuss Prospective Applicant:
 - Elaine Flores
 - Elaine was not present, item was postponed.
- Review Renewals:
 - None
- Request(s) for Leave of Absence:
 - Channing Wayne (February –March)
 - Approved
 - Rachel Matilano (February – March)
 - Approved
- Current Leave(s) of Absence:
 - Cicily Emerson (ends April 2012)
 - Chris Harris (January –February)
- Committee Assignments:
 - None
- Resignations:
 - None
- Thank You for Service to the Council:
 - None
- Dismissal Letters to be sent due to attendance requirements:
 - None

- Review Exit Interview(s):

- Further Action(s):

8. Policy and Procedure Update – VOTE

- Item not discussed.

9. Demographic Information Update & New Member Recruitment Strategies – VOTE

- Committee reviewed the Demographic report, as well as recruitment strategies.
- CM Andrew noted discrepancies in the Demographic report.
- Co-Chair Sutter stated that he would discuss the issue with Council Support Director Molnar, and report back next month.

10. Next Meeting Date & Agenda Items – VOTE

- The next Membership Committee Meeting is tentatively scheduled for Monday, March 12th 2012, 730 Polk 3rd floor.
 - Parking Lot
 - Review current committee assignment roster.
 - Elaine Flores interview

11. Adjournment

The meeting was adjourned at 4:00 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 12, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

Draft Agenda

- | | |
|--|------------|
| 1. Introductions | Group 3:00 |
| 2. Review/Approve March 12th DRAFT Agenda – VOTE | Group 3:03 |
| 3. Review/Approve February 13th Minutes – VOTE | Group 3:05 |
| 4. Announcements | Group 3:07 |
| 5. Public Comment | Group 3:10 |
| 6. New Meeting Time for Membership Committee - VOTE | Group 3:15 |
| <i>The Committee will consider changing its meeting time to 3:00 – 5:00.</i> | |
| 7. Council Member Attendance Report/Letters to Send – VOTE | Group 3:20 |

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (December 2011, January and February 2012) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
 - Aaron Chandler
- Letters of Probation that have been sent:
- Interview/Discuss Prospective Applicant:
 - Reginald Williams
 - Michael Smithwick
- Review Prospective Member Applications:
 - Gabriel Ortega
- Review Renewals:

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- Request for Leave of Absence:
Ken Pearce
 - Current Leave(s) of Absence:
 - Cicily Emerson (Ends April 2012)
 - Rachel Matillano (February – March 2012)
 - Channing Wayne (February – March 2012)
 - Committee Assignments:
 - Brian DiCrocco
 - Resignations/Thank You for Service to the Council:
 - Dismissal Letters to be sent due to attendance requirements:
 -
 - Further Action(s):
8. Demographic Information Update & New Member Recruitment Strategies Group 4:35
The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.
9. Policy and Procedure Update – VOTE Group 4:45
The Committee will discuss and review any policies and procedures relevant to the Membership committee
10. Next Meeting Date & Agenda Items Group 4:55
The next Membership Committee Meeting is tentatively scheduled for Monday, April 9th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from TBD.
- Parking Lot:
11. Adjournment Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 12, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

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Final Minutes

1. Introductions

Group 3:05

The meeting was called to order at 3:05 pm by Council Co-Chair Wade Flores. Everyone introduced themselves and quorum was established.

2. Review/Approve March 12th DRAFT Agenda – VOTE

Group 3:07

The March 12th agenda was reviewed and approved by consensus.

3. Review/Approve February 13th Minutes – VOTE

Group 3:09

The February 13th Minutes was reviewed and approved by consensus.

4. Announcements

Group 3:07

Council Director Molnar announced Annual Steering Retreat will be at the SF Zen Center on Friday, April 13th 2012.

COLA Team meeting on Wednesday, March 14th at the Shanti offices 3-5 pm.

5. New Meeting Time for Membership Committee - VOTE

Group 3:15

This Committee item was determined to have been completed and approved last month.

6. Council Member Attendance Report/Letters to Send – VOTE

Group 3:18

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (December 2011, January and February 2012) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
 - Aaron Chandler
- Letters of Probation that have been sent:
 - Aaron Chandler
- Interview/Discuss Prospective Applicant:
 - Michael Smithwick
 - Was approved to move on to Full Council for approval.

- Review Prospective Member Applications:
 - Gabriel Ortega
 - Was approved to move on to an interview for next month.
 - Loren Meissner
 - Was briefly questioned around a possible conflict of interest due to the approval of the HIV & Aging Needs Assessment. Motion to postpone his application was passed. CM Sutter made the motion, seconded by CM Siron.
- Review Renewals:
- Request for Leave of Absence:
 - Ken Pearce (March – April 2012)
- Current Leave(s) of Absence:
 - Cicily Emerson (Ends April 2012)
 - Rachel Matillano (February – March 2012)
 - Channing Wayne (February – March 2012)
- Committee Assignments:
 - Brian DiCrocce was approved to Membership.
 - Gwen Smith was approved to Membership.
 - Liz Gatewood, Margot Antonetty, Don Soto and Laura Thomas were approved for GPA. Motion to accept above Committee Assignments by CM Eric Sutter and seconded by CM Siron.
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
 -
- Further Action(s):

7. Demographic Information Update & New Member Recruitment Strategies Group 4:53
The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.
8. Policy and Procedure Update – VOTE Group 4:45
The Committee item will be discussed next month.
9. Next Meeting Date & Agenda Items Group 4:55
The next Membership Committee Meeting is tentatively scheduled for Monday, April 9th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from TBD.
- Parking Lot:
10. Adjournment Group 5:00
-

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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**HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109**

**San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rdh floor, San Francisco, CA 94102**

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Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

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**HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109
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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 9, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

Draft Agenda

1. Introductions	Group 3:00
2. Review/Approve April 9 th 2012 DRAFT Agenda – VOTE	Group 3:03
3. Review/Approve March 12 th 2012 Minutes – VOTE	Group 3:05
4. Announcements	Group 3:07
5. Public Comment	Group 3:10
6. Council Member Attendance Report/Letters to Send – VOTE	Group 3:12

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (December 2011, January and February 2012) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Letters of Probation that have been sent:
 - Aaron Chandler
- Interview/Discuss Prospective Applicant:
 - Gabriel Ortega
- Review Prospective Member Applications:
 - Ronaldo Hernandez
- Review Renewals:
- Request for Leave of Absence:
 - Rachel Matillano (April-May 2012)
 - Billie Cooper (April – May 2012)

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- Current Leave(s) of Absence:
 - Cicily Emerson (Ends April 2012)
 - Ken Pearce (March - April 2012)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
 - Aaron Chandler
- Further Action(s):

- 7. Demographic Information Update & New Member Recruitment Strategies** Group 4:35
The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.
- 8. Policy and Procedure Update – VOTE** Group 4:45
The Committee will discuss and review any policies and procedures relevant to the Membership committee
- 9. Next Meeting Date & Agenda Items** Group 4:55
The next Membership Committee Meeting is tentatively scheduled for Monday, April 9th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.
- Parking Lot:
- 10. Adjournment** Group 5:00
-

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HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, April 9th 2012
Shanti Project
730 Polk, 3rd Floor
3:00-5:00 pm

Committee Members Present: Mark Agtane, John Andrews, Wade Flores, Justin Haith, Chris Harris, Charles Siron, Eric Sutter

Committee Members Absent:

Others Present: Gabriel Ortega (Planning Council Applicant), Ronaldo Hernandez (Planning Council Applicant), Elaine Flores, Celinda Cantu

Support Staff Present: Enrique Asis, David Jordan, T.J. Lee

Draft Minutes

1. Introductions

The meeting was called to order at 3:05 pm by Council Co-Chair Flores. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The April 9th agenda was reviewed and approved by consensus.

3. Review /Approve DRAFT Minutes– VOTE

The March 12th Minutes were approved consensus.

4. Announcements

- CM Flores announced that Marin County approved budget through the end of June.
- CM Andrews Announced that in San Mateo County that there will be no add back funds, and so service cut backs will likely be necessary.
- CS Molnar announced that the Steering Committee will be taking place on Friday April 13th at 9am, at the Zen Center. Also, has entered in an Agreement with Melanie (?) to provide Cultural Humility Training. Lorne Meissner will be an HIV and aging Needs assessment.
- CM Andrews announced that the next Policy & Procedure meeting will take place on Thursday April 19th.

5. Public Comment

There was no public comment.

6. Council Member Attendance Report/Letters to Send – VOTE

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- Letters of Warning to be sent:
 - None
- Update of Letters of Probation that have been sent:
 - None
- Review Prospective Member Applications:
 - Ronaldo Hernandez.
 - The Committee reviewed Ronaldo's application.
 - The Committee agreed to interview Ronaldo at the next committee meeting.
- Interview/Discuss Prospective Applicant:
 - Gabriel Ortega.
 - The Committee interviewed Gabriel.
 - The Committee decided to forward Gabriel's application to the full Council for a vote.
- Review Renewals:
 - None
- Request(s) for Leave of Absence:
 - Rachel Matillano (April – May 2012)
 - Approved
 - Billie Copper (April – May 2012)
 - Approved
- Current Leave(s) of Absence:
 - Cicily Emerson (ends April 2012)
 - Ken Pearce (Ends April 2012)
- Committee Assignments:
 - None
- Resignations:
 - None
- Thank You for Service to the Council:
 - None
- Dismissal Letters to be sent due to attendance requirements:
 - Aaron Chandler
 - Approved
- Review Exit Interview(s):
- Further Action(s):

7. Policy and Procedure Update – Vote

- CS Molnar Presented some ideas on how to improve engagement with Council members and the community.
 - Bringing new council members back to Membership committee in order to evaluate their initial period with the Council.
 - It was discussed that it may be more effective to have the Cultural Humility consultant conduct the interviews, and then report back to the Council
 - Is the Exit interview process work?
 - CM Andrews suggested that the exit survey be place on the website for the sake of convenience.
 - There was a discussion about what information that the council hoped to get from the exit interviews and how that information would be utilized.
 - The appointment of a specific member of the council to greet and engage with members of the public at Council meetings. It was agreed by the committee that as a standing agenda item, that the Membership Committee will decide on an official greeter for the members of the public at the Full Council meetings.
 - Should there be periodic and informal social gatherings, with an eye toward improving interpersonal interaction between Council members. It was agreed this would be added to next month's agenda in order to discuss a date and place for the first of these gatherings.

8. Demographic Information Update & New Member Recruitment Strategies – VOTE

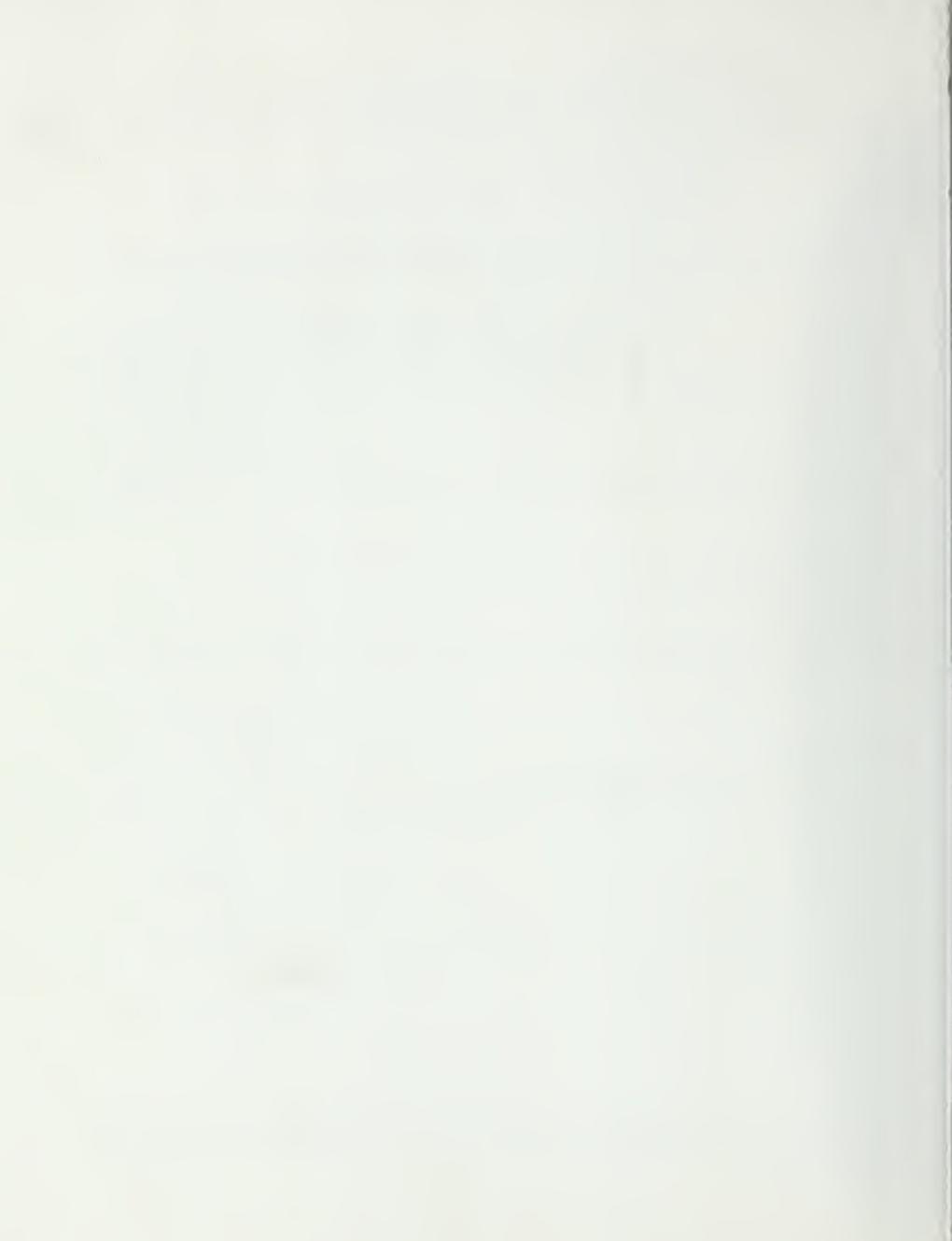
- Committee reviewed the updated demographic report.

9. Next Meeting Date & Agenda Items – VOTE

- The next Membership Committee Meeting is tentatively scheduled for Monday, May 14th 2012, 730 Polk 3rd floor.
 - Parking Lot

10. Adjournment

The meeting was adjourned at 4:53 pm by Co-Chair Sutter.





HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, May 14, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

Draft Agenda

1. **Introductions** Group 3:00
2. **Review/Approve May 14th 2012 DRAFT Agenda – VOTE** Group 3:03
3. **Review/Approve April 9th 2012 Minutes – VOTE** Group 3:05
4. **Announcements** Group 3:07
5. **Public Comment** Group 3:10
6. **Request from the Long-Term Care Coordinating Council – VOTE** Group 3:15
7. **Council Member Attendance Report/Letters to Send – VOTE** Group 3:30

The Committee will discuss and vote on a request from the LTCCC to lift the committee requirement for the LTCCC representative.

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (December 2011, January and February 2012) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Letters of Probation that have been sent:
- Interview/Discuss Prospective Applicant:
 - Ronaldo Hernandez
- Review Prospective Member Applications:
 - Margaret Baran
- Review Renewals:
- Request for Leave of Absence:
 - Ken Pearce (May – June 2012)

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- Current Leave(s) of Absence:
 - Rachel Matillano (April-May 2012)
 - Billie Cooper (April – May 2012)
 - Committee Assignments:
 - Resignations/Thank You for Service to the Council:
 - Dismissal Letters to be sent due to attendance requirements:
 - Further Action(s):
- 8. Demographic Information Update & New Member Recruitment Strategies** Group 4:15
The Committee will review the monthly demographic report. The Committee will discuss methods to increase HHSPC membership.
- 9. Policy and Procedure Update – VOTE** Group 4:25
The Committee will discuss and review the Council Member Application, the Cultural Humility Statement, and any other policies and procedures relevant to the Membership committee.
- 10. Next Meeting Date & Agenda Items** Group 4:55
The next Membership Committee Meeting is tentatively scheduled for Monday, June 12th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.
- Parking Lot:
- 11. Adjournment** Group 5:00
-

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, May 14th 2012

Shanti Project

730 Polk, 3rd Floor

3:00-5:00 pm



Committee Members Present: John Andrews, Brian DiCrocco, Wade Flores, Justin Haith, Kenneth Hornby, Charles Siron, Gwen Smith, Eric Sutter

Committee Members Absent: Mark Agtane,

Others Present: Ronaldo Hernandez (Planning Council Applicant), Dean Goodwin, Bill Haskell (LTCCC)

Support Staff Present: Enrique Asis, David Jordan, T.J. Lee

Minutes

1. Introductions

The meeting was called to order at 3:04 pm by Council Co-Chair Flores. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The May 14th agenda was reviewed and approved by consensus.

3. Review /Approve DRAFT Minutes– VOTE

The April 9th minutes were reviewed and approved by consensus.

4. Announcements

- CM Flores announced that Marin County will be holding a community forum for Ryan White consumers in San Rafael on Tuesday May 22nd and will meet Bi-monthly thereafter.
- CM Andrew announced that Policies & Procedure meeting will take place Thursday 24th between 3-5, Cola work group will take place on Thursday May 31st between 12-1 at Ward 86 Women's Group

5. Public Comment

*

6. Request From The Long-Term Care Coordinating Council – Vote

- CS Asis Provided historical context for the request of having the LTCCC mandated seat on the Planning Council.
- CM Sutter explained that the LTCCC member taking on the mandated seat would not be appointed to a home committee, further he explained that there is a historical precedent for this with Jeff Byers mandated seat from the State Office of AIDS.
- Bill Haskell explained the function of the LTCCC.

- CM Andrews stated that he did not believe that there was in fact a precedent for waiving the requirement to serve on a committee because he believed Jeff Byers was required to serve on a committee.
- CM Siron agreed with CM Andrews and stated that he would be willing to serve on the LTCCC in which case he would serve as the LTCCC rep. on the Planning Council.
- CM Hornby voiced support for waiving the committee requirement.
- CM Sutter stated that he believed that because the Planning council member on the LTCCC was not required to serve on a committee with the LTCCC is seemed to be a fair trade.
- CM Flores stated that the requirement was waived for Jeff Byers while his seat was a mandated seat, and then enforced once his seat was no longer mandated.
- **CM Sutter motioned to waive the Committee requirement, CM Andrews Seconded.**
- CM Andrews stated that because waiving the requirement would necessitate a change to the by-laws.
- **Vote: Motion Passed**
- CM Andrew amended his previous stamen in that it would only require a change to the attendance policy rather than the by-laws.

7. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (September, October and November 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - None
- Update of Letters of Probation that have been sent:
 - None
- Review Prospective Member Applications:
 - Margaret Baran.
 - The Committee reviewed Margaret's application.
 - The Committee agreed to interview Margaret at the next committee meeting.
- Interview/Discuss Prospective Applicant:
 - Ronaldo Hernandez.
 - The Committee interviewed Ronaldo.
 - The Committee decided to forward Ronaldo's application to the full Council for a vote.
 - There was a conversation about Ronaldo having only provided two recommendations, which spurred a debate as to whether three recommendations were required or only recommended. It was agreed to put the issue on the agenda for June's Committee meeting.
- Review Renewals:

- None
- Request(s) for Leave of Absence:
 - Ken Pearce (May-June 2012)
 - Approved
- Current Leave(s) of Absence:
 - Rachel Matillano (ends May 2012)
 - Billie Copper (Ends May 2012)
- Committee Assignments:
 - None
- Resignations:
 - None
- Thank You for Service to the Council:
 - None
- Dismissal Letters to be sent due to attendance requirements:
 - Aaron Chandler
 - Approved
- Review Exit Interview(s):
- Further Action(s):

8. Policy and Procedure Update – Vote

- CS Andrews Motioned to waive requirement to attend a Home Committee for the Council Member who fills the mandated seat from the LTCC, and the minimum attendance requirement for Full Council will be two meeting in a three consecutive month period.
- Motion Passed
- It was agreed to table the issue of addressing Cultural Humility in the Membership Application.

9. Demographic Information Update & New Member Recruitment Strategies – VOTE

- Committee reviewed the updated demographic report.
- Dean suggested that the demographic report be moved up in the agenda to proceed the application reviews in order to keep the committee of demographic requirements.

10. Full Council Greeter Discussion

- CM Hornby volunteered to be greeter at May's Full Council Meeting

11. Social Event Planning Discussion

- CM Sutter introduced the topic.
- CM Hornby suggested a potluck picnic at stern grove or somewhere similar.
- CM Siron stated that he would take the lead in soliciting donations of food and a venue for an event
- CM Sutter asked for potential dates of an event
- CM Siron suggested doing it after the summit.
- CM Smith suggested doing it before the summit in order to facilitate greater communication at the summit.

- CM Haith suggested having an activity rather than simply just an event based on food or drink (bowling etc....).
- Buck Tavern, AIDS Memorial Grove, and Stern Grove were mentioned as a venue.
- CM Andrews stated that it could be difficult for Council Members from outside of San Francisco.
- CM Haith asked about a budget for the event.
- CS Lee stated that it would be \$200 maximum.
- CM Smith suggested preempting one of the Full Council Meetings in July for the event.
- CS Lee stated that that did not seem feasible given the amount of work that needed to be done in advance of the summit, CM Siron agreed
- CM's Andrews and Hornby endorsed the idea of having a less formal get together.
- CM Smith restated the importance of a social event and suggested cutting short a full council meeting and utilizing that time to socialize.
- CM Sutter and DiCorcco endorsed that idea having it post full council.
- CM's Hornby and Haith stated that holding it in the same space as the meeting wouldn't seem like a separate social event.
- It was tentatively agreed that the first social gathering would take place on June 18th following the Steering Committee meeting.

12. Next Meeting Date & Agenda Items – VOTE

- The next Membership Committee Meeting is tentatively scheduled for Monday, May 14th 2012, 730 Polk 3rd floor.
 - Parking Lot
 - Attendance policy for mandated seats
 - Cultural Humility in Membership application
 - Survey for social event

13. Adjournment

The meeting was adjourned at 4:53 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 11, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

Draft Agenda

1. Introductions	Group 3:00
2. Review/Approve June 11 th 2012 DRAFT Agenda – VOTE	Group 3:03
3. Review/Approve May 14 th 2012 Minutes – VOTE	Group 3:05
4. Announcements	Group 3:07
5. Public Comment	Group 3:10
6. Demographic Information Update <i>The Committee will review the monthly demographic report. The Committee will also discuss new information regarding representation for mandated seats on the Council.</i>	Group 3:15
7. Council Member Attendance Report/Letters to Send – VOTE	Group 3:30

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Committee will review a three-month report (February, March and April 2012) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

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- Letters of Probation that have been sent:
- Interview/Discuss Prospective Applicant:
 - Margaret Baran
- Review Prospective Member Application:
 - Kelly Rivera Hart
- Review Renewals:
- Request for Leave of Absence:
 - Michael Scarce (June – July 2012)

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 - Billie Cooper (April – May 2012)
 - Ken Pearce (May – June 2012)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Further Action(s):

8. Full Council Meeting Public Greeter Discussion

Group 4:00

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Social Event Planning Discussion

Group 4:05

The Committee will discuss ideas around planning a social event for the Planning Council, to potentially take place after the next Steering Committee meeting.

10. Policy and Procedure Update – VOTE

Group 4:20

The Committee will discuss and review the updated Membership Application (with a specific focus on number of references), the updated Cultural Humility Statement, and any other policies and procedures relevant to the Membership committee.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, July 9th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

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*Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.
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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 11th 2012

Shanti Project

730 Polk, 3rd Floor

3:00-5:00 pm

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Committee Members Present: John Andrews, Brian DiCrocco, Wade Flores, Justin Haith, Kenneth Hornby, Charles Siron, Gwen Smith, Eric Sutter

Committee Members Absent: Mark Agtane,

Others Present: Dean Goodwin, Margaret Baran (LTCCC), Kelly Rivera-Hart

Support Staff Present: Enrique Asis, David Jordan, T.J. Lee

Minutes

1. Introductions

The meeting was called to order at 3:04 pm by Council Co-Chair Flores. Everyone introduced themselves and quorum was established.

2. Review /Approve Agenda – VOTE

The June 11th agenda was reviewed and approved by consensus.

3. Review /Approve DRAFT Minutes– VOTE

The May 14th minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar announced

5. Public Comment

-

6. Demographic Information Update

- CS

7. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (September, October and November 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:

- None

- Update of Letters of Probation that have been sent:
 - None
- Review Prospective Member Applications:
 - Kelly Rivera-Hart.
 - The Committee reviewed Kelly's application.
 - The Committee agreed to Interview Kelly at the next committee meeting.
- Interview/Discuss Prospective Applicant:
 - Margaret Baran.
 - The Committee interviewed Margaret.
 - The Committee decided to forward Margaret's application to the full Council for a vote.
- Review Renewals:
 - None
- Request(s) for Leave of Absence:
 - Michael Scarce (June-July 2012)
 - Approved
- Current Leave(s) of Absence:
 - Rachel Matillano (ends May 2012)
 - Billie Copper (Ends May 2012)
 - Ken Pearce (Ends June 2012)
- Committee Assignments:
 - None
- Resignations:
 - None
- Thank You for Service to the Council:
 - None
- Dismissal Letters to be sent due to attendance requirements:
 - None
- Review Exit Interview(s):
- Further Action(s):

8. Policy and Procedure Update – Vote

- CS Andrews Motioned

9. Full Council Greeter Discussion

- CM Hornby volunteered to be greeter at May's Full Council Meeting

10. Social Event Planning Discussion

- CS Molnar introduced the topic.

11. Next Meeting Date & Agenda Items – VOTE

- The next Membership Committee Meeting is tentatively scheduled for Monday, July 9th 2012, 730 Polk 3rd floor.

- o Parking Lot

12. Adjournment

The meeting was adjourned at 4:53 pm by Co-Chair Flores.





HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, July 9, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

Draft Agenda

1. Introductions	Group 3:00
2. Review/Approve July 9 th 2012 DRAFT Agenda – VOTE	Group 3:03
3. Review/Approve June 11 th 2012 Minutes – VOTE	Group 3:05
4. Announcements	Group 3:07
5. Public Comment	Group 3:10
6. Demographic Information Update	Group 3:15

The Committee will review the monthly demographic report. The Committee will also discuss new information regarding representation for mandated seats on the Council.

7. Council Member Attendance Report/Letters to Send – VOTE	Group 3:30
--	------------

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report (February, March and April 2012) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Laura Thomas
- Letters of Probation to be sent:
- Letters of Probation that have been sent:
- Interview/Discuss Prospective Applicant:
- Review Prospective Member Application:
 - Bruce Ito
 - Kelly Hart
- Review Renewals:

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- Request for Leave of Absence:
 - Mark Agtane (June – July 2012)
 - Chip Supanich (July – August 2012)
- Current Leave(s) of Absence:
 - Michael Scarce (June – July 2012)
- Committee Assignments:
 - Ronaldo Hernandez
 - First CMA, second GPA
- Resignations/Thank You for Service to the Council:
 - Gerardo Ramos
- Dismissal Letters to be sent due to attendance requirements:
- Further Action(s):

8. Full Council Meeting Public Greeter Discussion

Group 4:00

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Social Event Planning Discussion

Group 4:05

The Committee will discuss the recent Social Event and the possibility of future events.

10. Policy and Procedure Update – VOTE

Group 4:15

The Committee will discuss and review the updated Membership Application (with a specific focus on number of references), the updated Cultural Humility Statement, and any other policies and procedures relevant to the Membership committee.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, August 13th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

MISSION STATEMENT
To recruit, screen, train and retain Council Members.

**HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109**

**San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102**

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, July 9th 2012

Shanti Project

730 Polk, 3rd Floor

3:00-5:00 pm

Committee Members Present: John Andrews, Brian DiCrocco, Kenneth Hornby, Lee Jewell, Charles Siron, Gwen Smith, Michael Smithwick, Eric Sutter

Committee Members Absent: Mark Agtane, Wade Flores, Justin Haith,

Others Present: Dean Goodwin (HHS), Kevin Hedgecoff (ECHP Coordinator)

Support Staff Present: Mark Molnar, Enrique Asis, David Jordan, Steve Shululu

Draft Minutes

1. Introductions

The meeting was called to order at 3:14 pm by Council Co-Chair Sutter.
Everyone introduced themselves and quorum was established.

2. Review /Approve July 9th Agenda – VOTE

The July 9th agenda was reviewed and approved by consensus.

3. Review /Approve June 11th DRAFT Minutes– VOTE

The June 11th minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar announced dates for August meetings: Full Council on the 20th, and The Allocation Summit on the 24th at the Bahá'í Center. The PLWH advisory group will be meeting prior to the summit. The Care and Prevention Council's leadership met with Barbara Garcia.
- CM Hornby asked why the Council had no presence at the Pride Parade.
- CM Jewell stated that is due to cost.
- CS Molnar stated his opposition to the Council's presence at Pride because it is a public policy body and that Council outreach should be targeted.
- CM Smithwick asked that outreach be placed on the agenda for next August.
- CS Lee suggested a joint meeting with the CMA committee to discuss outreach and recruitment.
- It was agreed that a Joint meeting would be scheduled.

5. Public Comment

- None

6. Demographic Information Update

- CS Molnar presented the current Demographic Report.
- Committee reviewed the Demographic Report.

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7. Council Member Attendance Report/Letters to Send – VOTE

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (September, October and November 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Lara Thomas
- Update of Letters of Probation that have been sent:
 - None
- Review Prospective Member Applications:
 - Bruce Itto.
 - The Committee reviewed Bruce's application.
 - The Committee agreed to interview Bruce in September pending the completion of the full application
 - Kelly Rivera-Hart.
 - CM Sutter addressed the issue of Kelly Hart's application, stating that he felt it would be appropriate to review the application then schedule an interview in September if necessary.
 - The Committee Agreed to this course of action.
 - The Committee agreed to interview Kelly in September
- Interview/Discuss Prospective Applicant:
 - None.
- Review Renewals:
 - None
- Request(s) for Leave of Absence:
 - Michael Scarce (June-July 2012)
 - Approved
- Current Leave(s) of Absence:
 - None
- Committee Assignments:
 - Ken Pearce assigned to GPA Committee
 - Renaldo Hernandez assigned to CMA
- Resignations:
 - None
- Thank You for Service to the Council:
 - None
- Dismissal Letters to be sent due to attendance requirements:
 - None
- Review Exit Interview(s):

- Further Action(s):

8. Policy and Procedure Update – Vote

- This Item was not discussed

9. Full Council Greeter Discussion

- CM ? volunteered to be greeter at the August Full Council Meeting

10. Social Event Planning Discussion

- Committee decided to hold the next event after steering in October.

11. Next Meeting Date & Agenda Items – VOTE

- The next Membership Committee Meeting is tentatively scheduled for Monday, July 9th 2012, 730 Polk 3rd floor.
 - Parking Lot

12. Adjournment

The meeting was adjourned at 4:53 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 13th, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room
3:00-5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve August 13th 2012 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve July 9th 2012 Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Group 3:15
7. Council Member Attendance Report/Letters to Send – VOTE Group 3:20

The Committee will review the monthly demographic report.

- Council Support will update Committee on Attendance Letters sent, and status of Council Members.*

Committee will review a three-month report (February, March and April 2012) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Justin Haith
- Letters of Probation to be sent:
- Letters of Probation to be sent:
 - Laura Thomas
- Interview/Discuss Prospective Applicant:
- Review Prospective Member Application:
 - Bruce Ito
- Review Renewals:
- Request for Leave of Absence:
 - Mark Agtane (current LOA is June – July 2012)

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- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Further Action(s):

8. Full Council Meeting Public Greeter Discussion

Group 3:45

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Resource Allocation Scenario Discussion - VOTE

Group 3:50

The Committee will discuss and vote upon Resource Allocation motions from CMA and the PLWH Adv Group.

10. Policy and Procedure Update – VOTE

Group 4:40

The Committee will discuss and review the updated Membership Application (with a specific focus on number of references), the updated Cultural Humility Statement, and any other policies and procedures relevant to the Membership committee.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, September 10th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 13th 2012

Shanti Project

730 Polk, 3rd Floor

3:00-5:00 pm

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PUBLIC HOSPITAL

Committee Members Present: John Andrews , Kenneth Hornby, Lee Jewell, Charles Siron, Gwen Smith, Michael Smithwick, Eric Sutter (Co-Chair)

Committee Members Absent: Mark Agtane (LOA), Wade Flores (E), Justin Haith, Brian DiCrocco (E)

Others Present: Dean Goodwin (HHS), Kevin Hedgecoft (ECHP Coordinator), Gabriel Ortega , Matthew Miller

Support Staff Present: Mark Molnar, Enrique Asis, David Jordan, Ali Cone

Minutes

1. Introductions

The meeting was called to order at 3:09 pm by Co-Chair Sutter.

Everyone introduced themselves and quorum was established.

2. Review /Approve August 13th Agenda – VOTE

The August 13th agenda was reviewed and approved by consensus.

3. Review /Approve July 9th DRAFT Minutes– VOTE

The July 9th minutes were reviewed and amended. With amendments taken into account, the July minutes were approved by consensus.

- Amendment:

- CS Molnar requested language be changed from “opposed” to “noted”, to reflect that he was not in opposition to previous month’s discussion regarding Pride.
- CM Andrews excused absent, not present at last month’s meeting.
- CM Miller was present for last month’s meeting.

4. Announcements

- CS Molnar announced the following events:

- Pre-summit Orientation on Wednesday August 22nd at 3pm.
- Summit scheduled on August 24th from 9-5, following routine schedule of resource allocation followed by service category prioritization.

- CS Molnar announced survey due by Monday August 20th and handed out hard copy of survey for those who opted out of online survey.

- Conversation was had about scheduling CMA/Membership joint meeting- it was decided to schedule meeting for Thursday September 20th.

5. Public Comment

- None.

6. Demographic Information Update

- CS Molnar presented the current Demographic Report.
 - CS Molnar noted that we are low on African America and Latino demographics.

7. Council Member Attendance Report/Letters to Send – VOTE

- Letters of Warning to be sent:
 - CM Haith eligible for letter of warning. Motion passes to send letter of warning.
- Update of Letters of Probation that have been sent:
 - If CM Thomas is not able to attend tomorrow's GPA meeting, she will be on probation and will not be able to vote at the summit.
 - CM Siron proposed conditional motion, CM Sutter seconded.
 - **Conditional Motion: If CM Thomas does not attend the GPA meeting on 8/14, she will be sent a probationary letter.**
 - None opposed, motion passes.
- Review Prospective Member Applications:
 - Committee reviewed Bruce Ito's application and conversation was had about his application and scheduling an interview.
 - Committee decided to schedule Bruce Ito's interview jointly with CMA in the following format: 1 hour for Membership, 1 hour CMA, 1 hour joint, followed by a social. Scheduled at 2 pm on date TBD.
- Interview/Discuss Prospective Applicant:
 - None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence:
 - CM Miller requested leave of absence for October-November. Motion to grant leave passes.
 - CM Miller retracted leave of absence request in light of upcoming meetings.
 - CM Mark Agtane requested extension of leave of absence August-September.
 - **Motion to grant extension of leave of absence passes.**
- Current Leave(s) of Absence:
 - Mark Agtane [LOA Aug-Sept]
- Committee Assignments:
 - None.
- Resignations:
 - None.
- Thank You for Service to the Council:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Review Exit Interview(s):
 - None.
- Further Action(s)
 - None.

8. Full Council Greeter Discussion

- CM John Andrews designated greeter.

9. Resource Allocation Scenario Discussion

- CS Molnar introduced resource allocation scenarios in the event of flat funding, decreased funding, and increased funding.
- Conversation was had regarding the resource allocation scenario of decreased funding.
 - Care navigation cuts and best practice budgeting/allocation were discussed, priority placed on the spirit of preserving continuation of care, care navigation.
- When presented with the scenario of holding certain service categories harmless, as proposed by the CMA decreased funding motion, Dean Goodwin applauded the intention but noted that it would likely be problematic in terms of implementation and possibly redefined the scope of the council.
- After debate regarding issues with holding care navigation harmless, CM Miller moved to amend the motion to remove care navigation and replace with medical case management such that medical case management would be held harmless. No second.
- CM Lee Jewell motioned to amend decreased funding scenario:
 - Motion: In the event of decreased funding, for the first 5% of reductions, allocation is required, reductions will occur proportionately across all service categories.
 - Motion passes.
- Motion: All Programs serving transgender women and receiving Ryan White funding will enroll staff in annual transgender cultural competency training.
 - Motion passes.
- Motion: If resource allocation remains at the current level, service category resource allocation will remain level across all categories.
 - Motion passes with one no from CM Andrews, who noted that current fund allocation is not without flaws, and warrants further discussion down the road.
- Motion: In the event of increased funding, benefits counseling services and legal services will be increased to 25% of their current level. "Benefits counseling" shall be for all Ryan White eligible individuals and shall provide assistance with all forms of benefits. If further increased allocation is required, increases will occur proportionately across all service categories.
 - Motion passes.

10. Policy and Procedure Update

- None.

11. Next Meeting Date & Agenda Items – VOTE

- Meeting date TBD

12. Adjournment

The meeting was adjourned at 5:00 pm by Co-Chair Sutter.



HIV Health Services Planning Council

JOINT MEETING

MEMBERSHIP COMMITTEE AND

CONSUMER AND MINORITY AFFAIRS COMMITTEE

Monday, September 20th, 2012

Shanti Project

San Francisco AIDS Foundation, 4th Floor Reception for Conference Room

2:00-5:00 pm

Draft Agenda

Membership Committee

- | | |
|---|------------|
| 1. Introductions | Group 2:00 |
| 2. Review/Approve September 20 th 2012 DRAFT Agenda – VOTE | Group 2:03 |
| 3. Review/Approve August 13 th 2012 Minutes – VOTE | Group 2:05 |
| 4. Announcements | Group 2:07 |
| 5. Public Comment | Group 2:10 |
| 6. Council Member Attendance Report/Letters to Send – VOTE | Group 2:15 |
- Letters of Warning to be sent:
 - Gwen Smith
 - Stacia Scherich
 - Letters of Probation to be sent:
 - Interview/Discuss Prospective Applicant:
 - William Ledford
 - Interview/Discuss Prospective Applicant:
 - Bruce Ito
 - Review Renewals:
 - Request for Leave of Absence:
 - Brian Dicrocco [August – September 2012]
 - Michael Scarce [August – September 2012]
 - Catherine Newell [September – October 2012]
 - Billie Cooper [September – October 2012]
 - Current Leave(s) of Absence:

- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Further Action(s):

7. Full Council Meeting Public Greeter Discussion

Group 2:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

8. Next Meeting Date & Agenda Items

Group 2:55

The next Membership Committee Meeting is tentatively scheduled for Monday, October 8th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.

Parking Lot:

9. Adjournment

Group 3:00

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Joint Meeting

1. **Introductions** Group 3:00
2. **Review/Approve September 20th 2012 DRAFT Agenda – VOTE** Group 3:03
3. **Announcements** Group 3:05
4. **Public Comment** Group 3:15
5. **Outreach and Recruitment Strategies** Group 3:20

The Committee will discuss the range of potential and existing outreach and recruitment strategies available to Council members and Council staff.

6. Adjournment

Group 4:00

Consumer and Minority Affairs Committee

- | | |
|---|---------------------|
| 1. Introductions | Group 4:00 |
| 2. Review/Approve September 20th 2012 DRAFT Agenda – VOTE | Group 4:03 |
| 3. Review/Approve August 7th 2012 Minutes – VOTE | Group 4:05 |
| 4. Announcements | Group 4:07 |
| 5. Public Comment | Group 4:10 |
| 6. HIV & Aging Utilization Survey Update | Loren Meissner 4:13 |
| 7. Latino MSM Needs Assessment Update | Enrique Asis 4:20 |
| 8. COLA Session Update | 4:25 |
| <i>The Committee will discuss potential dates for the next COLA Session (to be held with Youth) and the next COLA Team meeting.</i> | |
| 9. HIV Consumer Advocacy Report | Brian Brophy 4:35 |
| <i>The Committee will receive its monthly HCAP report.</i> | |
| 10. Next Meeting Date & Agenda Items | Group 4:55 |
| <i>The next Membership Committee Meeting is tentatively scheduled for Monday, October 2nd, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.</i> | |
| Parking Lot: | |
| 11. Adjournment | Group 5:00 |

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MISSION STATEMENT

To be responsible for educating the Council on specific underserved communities and ongoing and emerging issues for all consumers.

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HIV Health Services Planning Council
JOINT MEETING
MEMBERSHIP COMMITTEE AND
CONSUMER AND MINORITY AFFAIRS COMMITTEE

Thursday, September 20th, 2012

San Francisco AIDS Foundation- 1035 Market St.
4th Floor Reception for Conference Room
2:00-5:00 pm

Committee Members Present: Mark Agtane, John Andrews, Ron Hernandez, Rachel Matillano, Mathew Miller, Gwen Smith, Gabriel Ortega, Charles Siron, Eric Sutter

Committee Members Absent: Mary Lawrence Hicks, Billie Cooper [LOA], Catherine Newell [LOA], Kenneth Hornby [E], Don Soto [E], Michael Scarce [LOA], Chip Supanich, Justin Haith, Lee Jewell, Wade Flores, Carol Hudson, Stacia Scherich, Michael Smithwick

Others Present: Celinda Cantu [DPH, HHS], Kevin Hutchcroft [DHP], Brian Brophy [HCAP], Loren Meissner, Bruce Ito

Support Staff Present: Mark Molnar, T.J. Lee, Enrique Asis, Ali Cone

Minutes

Membership Committee

1. Introductions

The meeting was called to order at 2:08 pm by Co-Chair Sutter. Everyone introduced themselves and quorum was established.

2. Review/Approve September 20th 2012 DRAFT Agenda – VOTE

The September 20th 2012 DRAFT agenda was reviewed and approved.

3. Review/Approve August 13th 2012 DRAFT Minutes– VOTE

The August 13th 2012 minutes were reviewed and approved.

4. Announcements

- CS Molnar announced the following:
 - The task force met and elected 3 co-chairs- CM Jewell, Kevin Hutchcroft, Michaela Hoffman- next meeting will be reviewing scope of work for Harder & Company (hired as facilitators)
 - Grant was also submitted to Blue Shield.
 - Meeting with Barbara Garcia about increased integration between Prevention and Care Councils- second meeting next week.
 - LGBT Senior Advisory Group set up task force- approved by Board of Supervisors. HIV represented by at least 2 people on task force.
 - Tonight's social cancelled- to be rescheduled for October or November.

5. Public Comment

- Bruce Ito announced that the Mayor's Office of Housing is releasing 3 HOPWA RFP's:

- Rent Subsidy Program
- Capital projects:
 - Acquisition- aimed at specific projects
 - Rehabilitation facilities that serve HIV positive community

6. Council Member Attendance Report/Letters to Send- VOTE

- Letters of Warning to be sent:
 - Gwen Smith & Stacia Scherich
 - **Co-Chair Sutter motioned to send letters of warning, CM Matillano seconded.**
 - **None opposed, motion passes.**
- Letters of Probation to be sent:
 - None.
- Interview/Discuss Prospective Applicant:
 - William Ledford
 - CM Andrews requested to see demographic report.
 - No demographic report at meeting, but CS Molnar and CS Lee noted that still slightly below goal on African Americans and Latino.
 - 5 current openings on council
 - The Committee discussed William Ledford's application.
 - Conversation was had surrounding requirements for Council applicants.
 - CM Sutter, CM Miller, CM Agtane, and CM Siron spoke in support of giving him the opportunity to interview.
 - **CM Andrews motioned to interview William Ledford, CM Siron seconded.**
 - **Motion passes.**
- Interview/Discuss Prospective Applicant:
 - The Committee interviewed Bruce Ito.
 - The Committee discussed Bruce Ito's application and interview.
 - Discussion was had about the qualities and experience he might bring to the council, including his work with HOPWA.
 - **CM Andrews motioned to recommend him, CM Siron seconded.**
 - **None opposed, motion passes.**
- Review Renewals:
 - None.
- Request for Leave of Absence:
 - Brian DiCrocco [August – September 2012]
 - Michael Scarce [August – September 2012]
 - Catherine Newell [September – October 2012]
 - Billie Cooper [September – October 2012]
 - The Committee discussed LOA protocol.
 - **CM Sutter motioned to grant all LOA's, CM Miller seconded.**
 - **Motion passes.**
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

- Further Action(s):
 - None.

7. Full Council Meeting Public Greeter Discussion

- The Committee selected Mark Agtane to serve as this month's Full Council meeting Public Greeter.

8. Next Meeting Date & Agenda Items

- The next Membership Committee meeting is tentatively scheduled for Monday October 8th at Shanti, 730 Polk St. 3rd Floor POH Conference Room from 3-5 pm.

9. Adjournment

The meeting was adjourned at 3:07 pm by Co-Chair Sutter.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

MISSION STATEMENT

To recruit, screen, train and retain Council Members.

Joint Meeting

1. Introductions

The meeting was called to order at 3:15 pm by Co-Chair Miller. Everyone introduced themselves and quorum was established.

2. Review/Approve September 20th 2012 DRAFT Agenda – VOTE

The September 20th 2012 DRAFT agenda was reviewed and approved.

3. Announcements

- CS Molnar announced that tonight's social cancelled- to be rescheduled in October or November.

4. Public Comment

- None.

5. Outreach and Recruitment Strategies

- The Committee discussed the range of potential and existing outreach and recruitment strategies available to Council members and Council staff.
- CM Miller noted that COLA is a significant means of outreach. Brought up demographics- targeted approach.
- CM Sutter suggested that a more effective approach to recruitment might be to actively shepherd prospective applicants through the process- e.g. helping with application, prepping for interview, making them feel included. Advocated for a more involved targeted process.
- CM Andrews suggested doing outreach through case managers, perhaps through HAPN.
- CS Lee suggested outreach via new media channels- blog, YouTube videos, etc.
- CS Molnar emphasized the importance of having prospective applicants attend a meeting- 3 hours of public policy is a lot for some people. Ensure that applicants know what they're getting into.
- CM Sutter pointed out that there is a difference between recruitment and visibility. Visibility doesn't necessarily mean effective recruitment. Not hurting for applicants, hurting for *good* applicants.
- CM Andrews requested materials for recruitment- brochures, applications, etc.
 - Council staff agreed to put together folder of collateral and applications for recruitment efforts.
- CM Siron advocated for targeted recruitment to attempt to fill demographic gaps. Targeting Latinos and African Americans.
- CM Andrews asked for people within the council most connected to the African American and/or Latino community to be advocates for recruitment.
- CM Miller- COLA sessions are targeted towards certain demographics. Suggested having a designated recruiter/liaison.
- CM Ortega brought up recruiting Native Americans- not represented in our membership.
- CM Andrews noted that the recently incarcerated demographic is also being neglected.
- CM Miller offered to move forward with Committee suggestions within COLA and beef up their recruitment tools.
- CM Smith offered to approach Black Brothers Esteem in a recruitment effort.

6. Adjournment

- The meeting was adjourned at 3:58 pm by Co-Chair Miller.

Consumer and Minority Affairs Committee

1. Introductions

The meeting was called to order at 4:08 pm by Co-Chair Miller. Everyone introduced themselves, quorum was not established.

2. Review/Approve September 20th 2012 DRAFT Agenda – VOTE

The September 20th 2012 DRAFT agenda was reviewed and not approved due to lack of quorum.

3. Review/Approve August 7th 2012 DRAFT Minutes – VOTE

The August 7th 2012 DRAFT minutes were reviewed and not approved due to lack of quorum.

4. Announcements:

- CS Molnar new research section (Dean Goodwin) having a community ribbon-cutting. Council presence welcome.

5. Public Comment

- There was no public comment.

6. HIV & Aging Utilization Survey Update

- Loren Meissner's research paper still being reviewed by SFSU IRB.
- At this stage, needs to get written letters from venues to survey.
- Possibly translating survey into Spanish in the future.

7. Latino MSM Needs Assessment Update

- CS Molnar provided an update on the status of the Latino MSM Needs Assessment work group:
 - Upwards of 50-70 participants expected, including 2 groups in San Mateo and Marin
 - Very positive response so far

8. COLA Session Update

- The Committee discussed potential dates for the next COLA session (to be held with youth) and the next COLA Team meeting.
- CS Molnar- times and best days to meet determined. Suggested scheduling planning meeting- sending out Doodle to those interested.

9. HIV Consumer Advocacy Report

- The Committee received its monthly HCAP report.
- Brian Brophy reviewed HCAP cases.
- Members of the Committee expressed concern about what appeared to be drastic measures taken against a client- no complete information available though, so would like to hear more. Brian Brophy agreed to update members of the Council once incident report released.
- Dental conversation- the place for this discussion is at the Full Council meeting, happening in Oct. or Nov.

10. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Tuesday, October 2nd, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.

11. Adjournment

Committee Co-Chair Miller adjourned the meeting at 4:48 pm.

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MISSION STATEMENT

***To be responsible for educating the Council on specific underserved communities
and ongoing and emerging issues for all consumers.***

**HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109**

**San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102**

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 8, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

Draft Agenda

- | | |
|--|------------|
| 1. Introductions | Group 3:00 |
| 2. Review/Approve October 8 th 2012 DRAFT Agenda – VOTE | Group 3:03 |
| 3. Review/Approve September 20 th 2012 Minutes – VOTE | Group 3:05 |
| 4. Announcements | Group 3:07 |
| 5. Public Comment | Group 3:10 |
| 6. Demographic Information Update | Group 3:15 |
| 7. Council Member Attendance Report/Letters to Send – VOTE | Group 3:25 |

The Committee will review the monthly demographic report.

Council Support will update Committee on Attendance Letters sent, and status of Council Members.

Committee will review a three-month report (February, March and April 2012) on Council Member attendance.

Committee will decide whether to send letters to Council Members not meeting attendance requirements.

- Letters of Warning to be sent:
 - Laura Thomas
- Letters of Probation to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
- Review Prospective Member Application:
 - William Ledford
 - Patricia McGowen
- Review Renewals:
 - Mary Lawrence Hicks
- Request for Leave of Absence:

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- Current Leave(s) of Absence:
 - Catherine Newell (September - October 2012)
 - Billie Cooper (September - October 2012)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Further Action(s):

8. Full Council Meeting Public Greeter Discussion

Group 4:00

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Council Social

Group 4:05

The Committee will decide on a date for the next Council Social.

10. Policy and Procedure Update – VOTE

Group 4:15

The Committee will discuss and review the updated Membership Application (with a specific focus on number of references), Membership Renewal Application, Cultural Humility Statement, and any other policies and procedures relevant to the Membership committee.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, November 12th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm. The Committee will also determine if a meeting in December will occur.

Parking Lot:

12. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 8th 2012

Shanti Project

730 Polk, 3rd Floor POH Conference Room

3:00-5:00 pm

Committee Members Present: John Andrews , Kenneth Hornby, Lee Jewell, Charles Siron, Michael Smithwick, Eric Sutter [Co-Chair]

Committee Members Absent: Mark Agtane, Brian DiCrocco, Justin Haith, Wade Flores [LOA], Gwen Smith

Others Present: None

Support Staff Present: Mark Molnar, T.J. Lee, Ali Cone

Minutes

1. Introductions

The meeting was called to order at 3:07 pm by Co-Chair Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve October 8th 2012 DRAFT Agenda – VOTE

The October 8th 2012 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve September 20th DRAFT Minutes– VOTE

The September 20th 2012 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Lee announced that Committee will not be interviewing William Ledford today. Council Staff could not reach him to schedule- will reschedule interview for next month.
- Co-Chair Jewell reported on the following:
 - CARE Coalition meeting in DC.
 - Healthcare Reform Task Force- last meeting primarily focused on grant application for Blue Shield.
- CS Molnar reported on the following:
 - Work group convened by Barbara Garcia:
 - The Council will vote on 7 voting members to represent the HHSPC .
 - LGBT Senior Task Force:
 - Board of Supervisors has already interviewed and chosen members of task force.
 - One of the major issues was housing.

5. Public Comment

- None.

6. Demographic Information Update

Page 1 of 3

- CS Lee presented updated demographic report.
 - Currently 4 open seats
- CM Siron stressed the need to recruit African Americans and Latinos.

7. Council Member Attendance Report/Letters to Send – VOTE

- Letters of Warning to be sent:
 - CM Laura Thomas
 - **CM Sutter moved to send Letter of Warning- Co-Chair Jewell seconded.**
 - **VOTE- None opposed, motion passes.**
- Letters of Probation to be sent:
 - None.
- Review Prospective Member Applications:
 - Patricia McGowan
 - Applicant interested in mandated seat (previously held by Jeff Byers), but can only come to 3-4 meetings a year due to travel restrictions.
 - Conversation was had surrounding Patricia McGowan's application, focusing in particular on her inability to attend the required number of meetings.
 - **CM Sutter moved to reject her application, CM Andrews seconded.**
 - **VOTE- None opposed, motion passes.**
- Interview/Discuss Prospective Applicant:
 - William Ledford
 - Postponed until scheduling finalized.
- Review Renewals:
 - Co-Chair Mary Lawrence Hicks
 - **CM Andrews moved to accept her renewal, CM Hornby seconded.**
 - **VOTE- None opposed, motion passes.**
- Request(s) for Leave of Absence:
 - Wade Flores [October – November 2012]
 - **CM Sutter moved to approve LOA, CM Andrews seconded**
 - **VOTE- None opposed, motion passes.**
- Current Leave(s) of Absence:
 - Catherine Newell [September – October 2012]
 - Billie Cooper [September – October 2012]
- Committee Assignments:
 - The Committee reviewed committee assignments
 - **CM Andrews moved to publish DRAFT list of committee assignments (to be brought to Full Council meeting) and Council Members can contact Council Staff if they want to request reassignment. CM Sutter seconded.**
 - **VOTE- None opposed, motion passes.**
- Resignations:
 - None.
- Thank You for Service to the Council:
 - None.
- Dismissal Letters to be sent due to attendance requirements:

- None.
- Review Exit Interview(s):
 - None.
- Further Action(s)
 - None.

8. Full Council Greeter Discussion

- CM Andrews will be the Full Council Greeter.

9. Council Social

- Committee discussed potential social dates.
- CS Lee offered to send out Doodle for same days as we typically have Committee meetings.
- CM Smithwick proposed having bi-annual socials- one mid-year and one at the end of the year.
- The Committee decided to have socials bi-annually- next social date will be determined once Doodle results are back.

10. Policy and Procedure Update- VOTE

- The Committee reviewed the following Policies & Procedures:
 - Membership Application
 - Co-Chair Jewell moved to approve- CM Hornby seconded.
 - VOTE- None opposed, motion passes.
 - Membership Renewal Application
 - CM Siron moved to approve- Co-Chair Jewell seconded.
 - VOTE- None opposed, motion passes.
 - Cultural Humility Statement
 - Committee made minor linguistic and grammatical amendments.
 - CM Hornby moved to accept amended statement, CM Andrews seconded.
 - VOTE- None opposed, motion passes.

11. Next Meeting Date & Agenda Items – VOTE

- The next Membership Committee meeting is tentatively scheduled for Monday, November 12th, 730 Polk Street, POH Conference Room, 3rd Floor from 3-5 pm.
 - Co-Chair Jewell moved to cancel the December meeting- CM Sutter seconded.
 - VOTE- None opposed, motion passes.

12. Adjournment

The meeting was adjourned at 4:40 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 12, 2012

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

Draft Agenda

1. Introductions	Group 3:00
2. Review/Approve November 12 th 2012 DRAFT Agenda – VOTE	Group 3:03
3. Review/Approve October 8 th 2012 Minutes – VOTE	Group 3:05
4. Announcements	Group 3:07
5. Public Comment	Group 3:10
6. Demographic Information Update	Group 3:15

The Committee will review the monthly demographic report.

7. Council Member Attendance Report/Letters to Send – VOTE	Group 3:25
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*Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
- Review Prospective Member Application:
- Review Renewals:
 - Lee Jewell
- Request for Leave of Absence:
- Current Leave(s) of Absence:
 - Wade Flores [October - November 2012]

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- Committee Assignments:
 - Bruce Ito
 - Mary Lawrence Hicks
- Resignations/Thank You for Service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Further Action(s):

8. Full Council Meeting Public Greeter Discussion

Group 4:25

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Council Social

Group 4:30

The Committee will decide on a date for the next Council Social based on Doodle responses.

10. Policy and Procedure Update – VOTE

Group 4:35

The Committee will discuss and review any relevant policies and procedures.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, January 14th, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 12th 2012

Shanti Project

730 Polk, 3rd Floor POH Conference Room

3:00-5:00 pm

Committee Members Present: John Andrews , Kenneth Hornby, Michael Smithwick, Eric Sutter [Co-Chair]

Committee Members Absent: Mark Agtane [E], Brian DiCrocco, Justin Haith, Wade Flores [LOA], Lee Jewell, Charles Siron [E], Gwen Smith [E]

Others Present: William Ledford, Gabriel Ortega

Support Staff Present: Mark Molnar, T.J. Lee, Ali Cone

Minutes

1. Introductions

The meeting was called to order at 3:10 pm by Co-Chair Sutter. Everyone introduced themselves and quorum was not established.

2. Review /Approve November 12th 2012 DRAFT Agenda – VOTE

The November 12th 2012 DRAFT Agenda was reviewed and not approved due to lack of quorum.

3. Review /Approve October 8th 2012 DRAFT Minutes– VOTE

The October 8th 2012 DRAFT Minutes were reviewed and not approved due to lack of quorum.

4. Announcements

- CS Molnar announced the following:

- Spoke to Patricia McGowan, recent Council applicant rejected due to an inability to meet minimum attendance requirements. She understood the reason her application was rejected, and will be taking it to her supervisor- may re-submit her application.
- Next Monday's Full Council Meeting:
 - Barbara Garcia will be presenting her vision of integration.
 - Kevin Hutchcroft will be presenting his review of different models of integration in other TGA's and EMA's.
 - Dental services presentation- both providers will be presenting.
 - Voting on 7 Council representatives for integration work group starting in January.
- Steering Committee Meeting Thursday, November 15th 4-6 pm.
- All December meetings have been cancelled, except P&P which moved its November meeting to December 6th.

5. Public Comment

- William Ledford introduced himself, and spoke about concerns with consumers falling through the cracks, especially around housing.
 - Conversation was had surrounding these issues, particularly housing resources and how the Council addresses consumer concerns/issues, and the Committee referred William to HCAP.

6. Demographic Information Update

- CS Lee presented the updated demographic report.
 - African American and Latino still underrepresented.

7. Council Member Attendance Report/Letters to Send – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Review Prospective Member Applications:
 - None.
- Interview/Discuss Prospective Applicant:
 - William Ledford
 - Interview postponed until he attends Full Council meeting.
- Review Renewals:
 - Lee Jewell
 - Co-Chair Jewell's renewal application was reviewed but could not be approved due to lack of quorum. His application will be brought to the Steering committee for review.
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - Wade Flores [October-November 2012]
- Committee Assignments:
 - The Committee reviewed committee assignments and considered two requests for reassignment: Bruce Ito and Mary Lawrence Hicks.
 - CM Andrews moved to recommend that Bruce Ito be assigned to CMA and Mary Lawrence Hicks be assigned to GPA. Co-Chair Sutter seconded.
 - None opposed.
- Resignations:
 - None.
- Thank You for Service to the Council:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Review Exit Interview(s):
 - The Committee reviewed Steve Manley's exit interview.

- CM Smithwick recommended that we invert the scale on question #6 for clarity purposes. The Committee agreed with this recommendation.
- Further Action(s)
 - None.

8. Full Council Greeter Discussion

- CM Hornby will be the Greeter at this month's Full Council meeting.

9. Council Social

- Based on responses to the Doodle, The Committee decided to schedule the Social on Monday, December 10th. It will be held at Sugar Lounge in Hayes Valley.

10. Policy and Procedure Update – VOTE

- The Committee reviewed the following Policies & Procedures:
 - Committee Assignment Request Form
 - Orientation and Training for new Council Members

11. Next Meeting Date & Agenda Items

The next Membership Committee meeting is tentatively scheduled for Monday, January 14th, 730 Polk Street, POH Conference Room, 3rd Floor from 3-5 pm.

12. Adjournment

The meeting was adjourned at 4:20 pm by Co-Chair Sutter.





HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 14, 2013

Shanti Project

730 Polk Street, 3rd Floor, POH Conference Room

3:00-5:00 pm

Draft Agenda

- | | |
|--|------------|
| 1. Introductions | Group 3:00 |
| 2. Review/Approve January 14 th 2012 DRAFT Agenda – VOTE | Group 3:03 |
| 3. Review/Approve November 12 th 2012 Minutes – VOTE | Group 3:05 |
| 4. Announcements | Group 3:07 |
| 5. Public Comment | Group 3:10 |
| 6. Co-Chair Election - VOTE | Group 3:15 |
|
<i>The Committee will nominate and elect two CMA Co-Chairs.</i> | |
| 7. Demographic Information Update | Group 3:25 |
|
<i>The Committee will review the monthly demographic report.</i> | |
| 8. Council Member Attendance Report/Letters to Send – VOTE | Group 3:35 |

*Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will decide whether to send letters to Council Members not meeting attendance requirements.*

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
 - William Ledford
- Review Prospective Member Application:
 - Mayra Lopez
- Review Renewals:
- Request for Leave of Absence:

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- Current Leave(s) of Absence:
- Committee Assignments:
 - Bruce Ito (to Membership)
 - Gabriel Ortega (to Membership)
 - Michael Scarce (to CMA)
 - Gwen Smith (to Membership)
 - Don Soto (to GPA)
- Resignations/Thank You for Service to the Council:
 - George Simmons
- Dismissal Letters to be sent due to attendance requirements:
- Further Action(s):

9. Full Council Meeting Public Greeter Discussion

Group 4:25

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. HIV Prevention & Care Collaboration Discussion

Group 4:30

The Committee will discuss questions regarding increased collaboration between HIV Care and Prevention to present to Barbara Garcia during her agenda item at the next full Council meeting.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, February 11th 2013, 730 Polk Street, POH Conference Room, 3rd Floor, SF, CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

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Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 14th 2013

Shanti Project

730 Polk, 3rd Floor POH Conference Room

3:00-5:00 pm

Committee Members Present: Kenneth Hornby, Lee Jewell, Charles Siron, Gwen Smith, Don Soto, Eric Sutter [Co-Chair]

Committee Members Absent: Mark Agtane, Brian DiCrocco, Michael Scarce, Channing Wayne

Others Present: Kevin Hutchcroft [DPH HHS], William Ledford, Matthew Miller

Support Staff Present: Enrique Asis, Ali Cone, T.J. Lee, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:05 pm by Co-Chair Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve January 14th 2013 DRAFT Agenda – VOTE

The January 14th 2013 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve November 12th 2012 and October 8th 2012 DRAFT Minutes– VOTE

The November 12th 2012 and October 8th 2012 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CM Hornby announced that there will be a Town Hall meeting on Aging and Disability on January 18th.
- CS Molnar announced the following:
 - Steering will be this Thursday January 17th 4-6 at 25 Van Ness.
 - Will be changing the Full Council location to accommodate for more attendees.

5. Public Comment

- None.

6. Co-Chair Election – VOTE

- CM Hornby nominated CM Sutter, who accepted the nomination. CM Siron seconded.
- CM Hornby nominated himself, and CM Sutter seconded.
 - VOTE- none opposed, motion passes. CM Hornby and CM Sutter unanimously voted Membership Committee Co-Chairs.

7. Demographic Information Update

- CS Lee presented the updated demographic report.

- CS Molnar noted that African American and Latino slightly underrepresented.
- HIV positive representation over 50%

8. Council Member Attendance Report/Letters to Send – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Review Prospective Member Applications:
 - Mayra Lopez
 - The Committee reviewed and discussed her application.
 - CM Siron moved to accept her application and interview her. Co-Chair Sutter seconded.
 - VOTE – none opposed, motion passes.
- Interview/Discuss Prospective Applicant:
 - William Ledford
 - The Committee interviewed and discussed applicant Bill Ledford.
 - VOTE – The Committee unanimously voted to bring a recommendation to approve Bill Ledford to the Full Council.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - The Committee reviewed committee assignments and considered two requests for reassignment: Gabriel Ortega (to Membership), Michael Scarce (to CMA), Don Soto (to GPA)
 - CM Siron moved to approve all requests for reassignment. Co-Chair Sutter seconded.
 - VOTE- None opposed, motion passes.
- Resignations/Thank You for Service to the Council:
 - George Simmons
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Further Action(s)
 - None.

9. Full Council Greeter Discussion

- CM Hornby and CM Siron will be the Greeters at this month's Full Council meeting.

10. HIV Prevention & Care Collaboration Discussion

- The Committee discussed questions regarding increased collaboration between HIV Care and Prevention to present to Barbara Garcia during her agenda item at the next Full Council Meeting.

11. Next Meeting Date & Agenda Items

The next Membership Committee meeting is tentatively scheduled for Monday, February 11th 2013, 25 Van Ness from 2-4 pm.

12. Adjournment

The meeting was adjourned at 4:12 pm by Co-Chair Sutter.



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, February 11, 2013
HIV Health Services
25 Van Ness, 3rd Floor, Room 330
2:00 – 4:00 pm

DOCUMENT NUMBER:
00119206
DATE: 02/19/2013
SIGNED: 02/19/2013
FILED: 02/19/2013

Draft Agenda

1. Introductions Group 2:00
2. Review/Approve February 11th 2013 DRAFT Agenda – VOTE Group 2:03
3. Review/Approve January 14th 2013 Minutes – VOTE Group 2:05
4. Announcements Group 2:07
5. Public Comment Group 2:10
6. Demographic Information Update Group 2:25

The Committee will review the monthly demographic report.

7. Council Member Attendance Report/ Council Applicants – VOTE Group 2:35
 - Letters of Warning to be sent:
 - Letters of Probation to be sent:
 - Interview/Discuss Prospective Applicant:
 - Mayra Lopez
 - William Ledford
 - Review Prospective Member Application:
 - Review Renewals:
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - Committee Assignments:
 - Brian Dicrocco (to GPA)
 - Catherine Newell (to Membership)
 - Resignations/Thank You for Service to the Council:

- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter Discussion

Group 3:35

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Council Member Training Update

Enrique Asis 3:40

The Committee will receive an update from the Training & Evaluation Manager.

10. Next Meeting Date & Agenda Items

Group 3:55

The next Membership Committee Meeting is tentatively scheduled for Monday, March 11th 2013, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

11. Adjournment

Group 4:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 11th 2013
25 Van Ness, Suite 330A
2:00-4:00 pm

Committee Members Present: Kenneth Hornby [Co-Chair], Gabriel Ortega, Gwen Smith, Eric Sutter [Co-Chair]

Committee Members Absent: Mark Agtane [E], Brian DiCrocco, Lee Jewell [E], Michael Scarce, Charles Siron [E], Channing Wayne [E]

Others Present: Celinda Cantu, Kevin Hutchcroft, William Ledford, Mayra Lopez, Matthew Miller

Support Staff Present: Enrique Asis, Ali Cone, T.J. Lee, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 2:04 pm by Co-Chair Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve February 11th 2013 DRAFT Agenda – VOTE

The February 11th 2013 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve January 14th 2013 DRAFT Minutes– VOTE

The January 14th 2013 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar announced the following:
 - The Steering committee meeting will be held here right after this meeting from 4-6 pm.
 - The GPA committee meeting will be at SFAF tomorrow from 3-5 pm.
 - Full Council will be on the 25th at SFAF.

5. Public Comment

- None.

6. Demographic Information Update

- CS Lee noted that nothing has changed since last month in terms of the Council's demographic information.

7. Council Member Attendance Report/Letters to Send – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.

- Review Prospective Member Applications:
 - None.
- Interview/Discuss Prospective Applicant:
 - Mayra Lopez
 - The Committee interviewed and discussed the applicant.
 - CM Miller moved to approve Mayra Lopez, Co-Chair Hornby seconded.
 - VOTE – none opposed, motion passes. Goes to Full Council for approval.
 - William Ledford
 - The Committee interviewed and discussed the applicant.
 - Co-Chair Hornby spoke in favor of moving William's application forward to the Full Council.
 - Co-Chair Sutter moved to approve William Ledford, CM Miller seconded.
 - VOTE – motion passes. Goes to Full Council for approval.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - The Committee reviewed committee assignments and considered two requests for reassignment: Brian DiCrocco (to GPA), Catherine Newell (to Membership)
 - Co-Chair Sutter moved to approve these reassignment requests, CM Miller seconded.
 - VOTE – none opposed, motion passes.
- Resignations/Thank You for Service to the Council:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Further Action(s):
 - None.

8. Full Council Greeter Discussion

- CM Ortega will be the Greeter at this month's Full Council meeting.

9. Council Member Training Update

- CS Asis reported back on training and orientation process.
 - Met a total of 8 times- focused on addressing the hot topics of the council
 - Using a tailor-made training model to fit the skill sets of applicants and new council members
- Co-Chair Hornby and CM Ortega both spoke favorably about the training- both found it very valuable.

10. Next Meeting Date & Agenda Items

The next Membership Committee meeting is tentatively scheduled for Monday, March 11th 2013, 25 Van Ness from 3-5 pm.

11. Adjournment

The meeting was adjourned at 3:34 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 8, 2013

HIV Health Services

25 Van Ness, 3rd Floor Room 330A

3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve April 8th 2013 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve February 11th 2013 Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information/Mandated Seat Update Group 3:25

The Committee will review the monthly demographic report and the mandated seat spreadsheet.

7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:40
 - Letters of Warning to be sent:
 - Mark Agtane [March]
 - Liz Gatewood
 - Justin Haith
 - Letters of Probation to be sent:
 - Mark Agtane [April]
 - Interview/Discuss Prospective Applicant:
 - Review Prospective Member Application:
 - Review Renewals:
 - Matthew Miller
 - Maritza Penagos
 - Chip Supanich
 - Eric Sutter
 - Request for Leave of Absence:
 - Kenneth Hornby [March-April]
 - Margot Antonetty [April-May]

- Current Leave(s) of Absence:
- Committee Assignments:
 - Gabriel Ortega (to GPA)
 - Bill Ledford (to CMA)
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
 - George Simmons
- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter Discussion

Group 4:30

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Council Member Training Update

Enrique Asis 4:35

The Committee will receive an update from the Training & Evaluation Manager.

10. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, May 13th 2013, 25 Van Ness, Room 610, SF CA from 2-4 pm.

Parking Lot:

11. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 8th 2013

25 Van Ness, Suite 330A

3:00-5:00 pm

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Committee Members Present: Kenneth Hornby [Co-Chair], Catherine Newell, Charles Siron, Gwen Smith, Eric Sutter [Co-Chair]

Committee Members Absent: Mark Agtane, Lee Jewell [E], Gabriel Ortega [E], Channing Wayne [E]

Others Present: John Andrews

Support Staff Present: Enrique Asis, Ali Cone, T.J. Lee, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:00 pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve April 8th 2013 DRAFT Agenda – VOTE

The April 8th 2013 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve February 11th 2013 DRAFT Minutes – VOTE

The February 11th 2013 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Lee announced that this month's Full Council meeting will be on Monday, April 22nd 4:30-7:30 at SFAF.

5. Public Comment

- None.

6. Demographic Information/Mandated Seat Update

- CS Lee reviewed the Council's demographic information.
- The Committee reviewed the mandated seat list.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - Mark Agtane [March]
 - CM Agtane is up for both a Letter of Warning & Letter of Probation because Membership did not meet last month, but he was verbally warned by CS Lee.
 - Due to continued issues with attendance, CM Siron asked for Council Staff to bring CM Agtane's attendance report next month.

- Co-Chair Sutter moved to send Mark Agtane letter of warning and letter of probation, CM Andrews seconded.
 - VOTE – none opposed, motion passes.
- Liz Gatewood
- Justin Haith
 - Co-Chair Sutter moved to send letters of warning to CM Gatewood and CM Haith. CM Newell seconded.
 - VOTE – none opposed, motion passes.
- Letters of Probation to be sent:
 - Mark Agtane [April]
- Review Prospective Member Applications:
 - None.
- Interview/Discuss Prospective Applicant:
 - None.
- Review Renewals:
 - The Committee established and clarified protocol surrounding renewals:
 - No one gets renewed until they submit their renewal application.
 - Even if there is not quorum, the renewal stays in Membership committee's purview and does not go to Steering.
 - If Council Member seeking renewal is on LOA, the committee will wait until they return from LOA to evaluate them.
 - Matthew Miller
 - Maritza Penagos
 - Chip Supanich
 - Eric Sutter
 - CM Siron moved to approve all of the above renewals, CM Andrews seconded.
 - VOTE – none opposed, motion passes.
- Request(s) for Leave of Absence:
 - Margot Antonetty [April- May]
 - CM Siron moved to approve Margot Antonetty's LOA, Co-Chair Sutter seconded.
 - VOTE – none opposed, motion passes.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - Gabriel Ortega [to GPA]
 - Bill Ledford [to CMA]
 - CM Siron moved to approve the above committee assignments, CM Newell seconded.
 - VOTE – none opposed, motion passes.
- Resignations/Thank You for Service to the Council:
 - None.
- Review Exit Interview:
 - George Simmons
- Dismissal Letters to be sent due to attendance requirements:

- None.

8. Full Council Meeting Public Greeter Discussion

- CM Smith & CM Newell will be the Public Greeters at this month's Full Council meeting.

9. Council Member Training Update

- CS Asis provided a Council Members Training Update, including the training process/curriculum, where new council members are in the training process, and new mentor/mentee relationships.

10. Next Meeting Date & Agenda Items

The next Membership Committee meeting is tentatively scheduled for Monday, May 13th 2013, 25 Van Ness Room 610 from 2-4 pm.

11. Adjournment

The meeting was adjourned at 4:44 pm by Co-Chair Hornby.



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, May 13, 2013
HIV Health Services
25 Van Ness, 3rd Floor Room 330A
2:00 – 4:00 pm

GOVERNMENT
DOCUMENT INDEX
MAY 13, 2013
SCHEDULED
PUBLIC MEETING

Draft Agenda

1. **Introductions** Group 2:00
2. **Review/Approve May 13th 2013 DRAFT Agenda – VOTE** Group 2:03
3. **Review/Approve April 8th 2013 Minutes – VOTE** Group 2:05
4. **Announcements** Group 2:10
5. **Public Comment** Group 2:15
6. **Demographic Information/Mandated Seat Update** Group 2:20

The Committee will review the monthly demographic report and the mandated seat spreadsheet.

7. **Council Member Attendance Report/ Council Applicants – VOTE** Group 2:40
 - Letters of Warning to be sent:
 -
 - Letters of Probation to be sent:
 - Justin Haith
 - Interview/Discuss Prospective Applicant:
 -
 - Review Prospective Member Application:
 -
 - Review Renewals:
 - Matt Geltmaker
 - Request for Leave of Absence:
 -
 - Current Leave(s) of Absence:
 - Margot Antonetty [April-May]

- Committee Assignments:
 -
- Resignations/Thank You for Service to the Council:
 - John Andrews
- Review Exit Interview:
 - John Andrews
- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter Discussion

Group 3:30

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Council Member Training Update

Enrique Asis 3:35

The Committee will receive an update from the Training & Evaluation Manager.

10. Next Meeting Date & Agenda Items

Group 3:55

The next Membership Committee Meeting is tentatively scheduled for Monday, June 10th 2013, 25 Van Ness, Room 610, SF CA from 2-4 pm.

Parking Lot:

11. Adjournment

Group 4:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

MISSION STATEMENT

To recruit, screen, train and retain Council Members.

HIV Health Services Planning Council
730 Polk Street, 3rd Flaar, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rdh flaar, San Francisca, CA 94102

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The following services are available when requested by Naan of the Friday before the Council meeting:

*Far American Sign Language interpreters, use of a reader during a meeting,
or sound enhancement system
cantact (415) 674-4768.*

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Planning Council, 730 Polk Street, 3rd Floor, San Francisca, CA 94109.

Agendas are available on the Internet at <http://www.sfcarecouncil.org>

HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, May 13th 2013

25 Van Ness, 6th Floor Room 610

2:00-4:00 pm



Committee Members Present: Kenneth Hornby [Co-Chair], Catherine Newell, Charles Siron, Eric Sutter [Co-Chair], Channing Wayne

Committee Members Absent: Mark Agtane [E], Lee Jewell, Gwen Smith

Others Present: Celinda Cantu [DPH HHS], Kevin Hutchcroft [DPH HHS]

Support Staff Present: Enrique Asis, Ali Cone, T.J. Lee

FINAL Minutes

1. Introductions

The meeting was called to order at 2:04 pm by Co-Chair Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve May 13th 2013 DRAFT Agenda – VOTE

The May 13th 2013 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve April 8th 2013 DRAFT Minutes – VOTE

The April 8th 2013 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- Co-Chair Hornby announced an upcoming Healthy Aging Workshop. It will be at Turk & Fillmore-Council Staff will send out an email.
- CM Siron updated the Committee on the Collaborative Work Group. The last work group meeting looked at different models of collaboration. There will be a full-day meeting coming up in June.

5. Public Comment

- None.

6. Demographic Information/Mandated Seat Update

- CS Lee announced that we haven't had any changes since last month:
 - 36 members- 4 open seats.
 - CS Lee will email update to Full Council.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:

- Justin Haith
 - Co-Chair Sutter moved to send CM Haith a letter of probation, CM Siron seconded.
 - VOTE- none opposed, motion passes.
- Review Prospective Member Applications:
 - None.
- Interview/Discuss Prospective Applicant:
 - None.
- Review Renewals:
 - Matt Geltmaker
 - CM Siron moved to renew Matt Geltmaker's membership, CM Hornby second.
 - VOTE – none opposed, motion passes.
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - Margot Antonetty [April- May]
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - John Andrews
 - Council Staff will send out thank you letter to John.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Full Council Meeting Public Greeter Discussion

- Co-Chair Sutter will be the Public Greeter at this month's Full Council meeting.

9. Council Member Training Update

- CS Asis provided an update on new council members training:
 - Bill Ledford- Met 3 times, will meet once or twice more. Going well.
 - Mayra Lopez- training completed.

10. Next Meeting Date & Agenda Items

The next Membership Committee meeting is tentatively scheduled for Monday, June 10th 2013, 25 Van Ness 3rd Floor Room 330A from 3-5 pm.

11. Adjournment

The meeting was adjourned at 2:30 pm by Co-Chair Sutter.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 10th 2013

HIV Health Services

25 Van Ness, 6th Floor Room 610

3:00 – 5:00 pm

GOVERNMENT
EDUCATION DEPARTMENT
JULY 14, 2013
SAN FRANCISCO
PUBLIC LIBRARY

Draft Agenda

1. **Introductions** Group 2:00
 2. **Review/Approve May 13th 2013 DRAFT Agenda – VOTE** Group 2:03
 3. **Review/Approve April 8th 2013 Minutes – VOTE** Group 2:05
 4. **Announcements** Group 2:10
 5. **Public Comment** Group 2:15
 6. **Demographic Information/Mandated Seat Update** Group 2:20
- The Committee will review the monthly demographic report and the mandated seat spreadsheet.*
7. **Council Member Attendance Report/ Council Applicants – VOTE** Group 2:40

- Letters of Warning to be sent:
- Letters of Probation to be sent:
 -
- Interview/Discuss Prospective Applicant:
- Review Prospective Member Application:
- Review Renewals:
 -
- Request for Leave of Absence:
- Current Leave(s) of Absence:
 -
- Committee Assignments:
- Mayra Lopez (to Membership)
- Resignations/Thank You for Service to the Council:
 -

- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter Discussion

Group 3:30

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Council Member Training Update

Enrique Asis 3:35

The Committee will receive an update from the Training & Evaluation Manager.

10. Next Meeting Date & Agenda Items

Group 3:55

The next Membership Committee Meeting is tentatively scheduled for Monday, June 10th 2013, 25 Van Ness, Room 610, SF CA from 3-5 pm.

Parking Lot:

11. Adjournment

Group 4:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 10th 2013

25 Van Ness, 3rd Floor Room 330A

3:00-5:00 pm

GOVERNMENT
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PURCHASED

Committee Members Present: Kenneth Hornby [Co-Chair], Lee Jewell, Catherine Newell, Charles Siron, Gwen Smith

Committee Members Absent: Mark Agtane, Eric Sutter [E], Channing Wayne

Others Present: Kevin Hutchcroft [DPH HHS], Bill Ledford, Gabriel Ortega

Support Staff Present: Enrique Asis, Ali Cone, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:12 pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve June 10th 2013 DRAFT Agenda – VOTE

The June 10th 2013 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve May 13th 2013 DRAFT Minutes – VOTE

The May 13th 2013 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Molnar announced the following:

- Collaborative Planning Work Group Retreat- Thursday June 20th 10-4 pm, location TBD.
- Steering Retreat- Friday, June 28th at SFAF starting at 10 am (duration TBD depending on funding scenario)
- In all likelihood, the Council won't need 2 July Full Council meetings.
- August Full Council and Summit will be on the 4th week of August- August 19th and August 23rd.

5. Public Comment

- None.

6. Demographic Information Update

- The Committee reviewed the Council demographic information.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.

- Letters of Probation to be sent:
 - None.
- Review Prospective Member Applications:
 - John Pryor
 - The Committee reviewed the application.
 - CM Ledford moved to approve John Pryor's application and interview him, CM Jewell seconded.
 - VOTE – none opposed, motion passes. John Pryor will be interviewed next month.
- Interview/Discuss Prospective Applicant:
 - None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - Lee Jewell to CCA
 - CM Newell moved to approve, CM Smith seconded.
 - VOTE – none opposed, motion passes.
 - Mayra Lopez to Membership
 - CM Ledford moved to approve, CM Siron seconded.
 - VOTE – none opposed, motion passes.
- Resignations/Thank You for Service to the Council:
 - Justin Haith
- Review Exit Interview:
 - John Andrews
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. State/Part B Representation – VOTE

- The Committee reviewed and discussed Part B Representation policy.
 - CM Newell moved to approve policy, CM Ledford seconded.
 - VOTE – none opposed, motion passes.

9. Full Council Meeting Public Greeter Discussion

- CM Ledford will be the Public Greeter at this month's Full Council meeting.

10. Council Member Training Update

- CS Asis provided an update on new council members training.

11. Next Meeting Date & Agenda Items

The next Membership Committee meeting is tentatively scheduled for Monday, July 8th 2013, 25 Van Ness 3rd Floor Room 330A from 3-5 pm.

12. Adjournment

The meeting was adjourned at 4:05 pm by Co-Chair Hornby.



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, July 8 2013
HIV Health Services
25 Van Ness, 6th Floor Room 610
3:00 – 5:00 pm

GOVERNMENT
DOCUMENT
07-19-2013
SABRE/MSD -
PUBLIC MEETING

Draft Agenda

- | | |
|---|------------|
| 1. Introductions | Group 2:00 |
| 2. Review/Approve July 8 th 2013 DRAFT Agenda – VOTE | Group 2:03 |
| 3. Review/Approve June 10 th 2013 Minutes – VOTE | Group 2:05 |
| 4. Announcements | Group 2:10 |
| 5. Public Comment | Group 2:15 |
| 6. Council Member Attendance Report/ Council Applicants – VOTE | Group 2:20 |
- Letters of Warning to be sent:
 - Mark Agtane
 - Don Soto
 - Letters of Probation to be sent:
 -
 - Interview/Discuss Prospective Applicant:
 - Review Prospective Member Application:
 - Review Renewals:
 - Cicily Emerson
 - Rachel Matillano
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 -
 - Committee Assignments:
 - Resignations/Thank You for Service to the Council:
 -
 - Review Exit Interview:

- Dismissal Letters to be sent due to attendance requirements:

7. Summit Recommendations – VOTE

Group 2:50

The Committee will review and discuss recommendations and findings from the HIV Health Care Reform Task Force, the Latino MSM Needs Assessment, and the HIV & Aging Utilization Survey.

8. Next Meeting Date & Agenda Items

Group 3:55

The next Membership Committee Meeting is tentatively scheduled for Monday, August 12th 2013, 25 Van Ness, Room 610, SF CA from 3-5 pm.

Parking Lot:

9. Adjournment

Group 4:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 12th 2013

HIV Health Services

25 Van Ness, 3rd Floor Room 330A

3:00 – 5:00 pm

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REF ID: 8
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PUBLIC LIBRARY

Draft Agenda

- | | |
|--|------------|
| 1. Introductions | Group 2:00 |
| 2. Review/Approve August 12 th 2013 DRAFT Agenda – VOTE | Group 2:03 |
| 3. Review/Approve July 8 th 2013 Minutes – VOTE | Group 2:05 |
| 4. Announcements | Group 2:10 |
| 5. Public Comment | Group 2:15 |
| 6. Council Member Attendance Report/ Council Applicants – VOTE | Group 2:20 |
- Letters of Warning to be sent:
 - Margaret Baran
 - Rachel Matillano
 - Letters of Probation to be sent:
 - Mark Agtane
 - Interview/Discuss Prospective Applicant:
 - Review Prospective Member Application:
 - Jarad Drube
 - Review Renewals:
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - Committee Assignments:
 - Resignations/Thank You for Service to the Council:
 - Review Exit Interview:
 - Dismissal Letters to be sent due to attendance requirements:

7. Summit Recommendations – VOTE

Group 2:40

The Committee will review and discuss recommendations and motions regarding Resource Allocation and other Council and Summit related matters.

8. Next Meeting Date & Agenda Items

Group 3:55

The next Membership Committee Meeting is tentatively scheduled for Monday, September 9th 2013, 25 Van Ness, Room 330A, SF CA from 3-5 pm.

Parking Lot:

9. Adjournment

Group 4:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 12th 2013

25 Van Ness, 3rd Floor Room 330A

3:00-5:00 pm

GOVERNMENT
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PUBLIC PROPERTY

Committee Members Present: Kenneth Hornby [Co-Chair], Catherine Newell, Charles Siron, Gwen Smith, Eric Sutter [Co-Chair]

Committee Members Absent: Mark Agtane, Mayra Lopez, Channing Wayne [E]

Others Present: Celinda Cantu [DPH HHS], Kevin Hutchcroft [DPH HHS], Bill Ledford, Matt Miller, Gabriel Ortega

Support Staff Present: Enrique Asis, Ali Cone, T.J. Lee, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:08 pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve August 12th 2013 DRAFT Agenda – VOTE

The August 12th 2013 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve July 8th 2013 DRAFT Minutes – VOTE

The July 8th 2013 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - Margaret Baran
 - Rachel Matillano
 - VOTE - none opposed, motion passes.
- Letters of Probation to be sent:
 - Mark Agtane
 - CS Lee gave a more in-depth overview of CM Agtane's attendance history.
 - CM Siron expressed concerns with history of frequent absenteeism.
 - CM Ledford moved to send letter of termination. CM Ortega seconded.
 - VOTE – motion passes.
- Review Prospective Member Applications:
 - Jarad Drube
 - The Committee reviewed and discussed Jarad Drube's membership application.
 - Co-Chair Sutter moved to interview this applicant. CM Siron seconded.
 - VOTE – none opposed, motion passes.

- Interview/Discuss Prospective Applicant:
 - None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

7. Summit Recommendations – VOTE

- The Committee reviewed and discussed the following resource allocation scenarios and motions:
 - Flat funding
 - If funding remains at the current level, service category resource allocation will remain level across all categories. In the event that additional resources become available, additional funding will be allocated to service categories that provide benefits counseling and/or care navigation.
 - VOTE – none opposed, motion passes.
 - Increased
 - In the event of increased funding, Benefits Counseling services, legal services, and dental services will be increased to up to 125% of their current level. 'Benefits counseling' shall provide assistance with all forms of benefits. If further increased allocation is required, increases will occur proportionately across all service categories. In the event that additional resources become available, additional funding will be allocated to service categories that provide benefits counseling and/or care navigation.
 - VOTE – none opposed, motion passes.
 - Decreased
 - In the event of decreased funding, for the first 5% of reductions, allocations for core services will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionately across all service categories. The Council will apply for a waiver for the 75-25 requirement. If the 75-25 waiver is approved by HRSA, the Council will revisit its decreased funding scenario and will utilize this waiver if deemed appropriate by the Council. In the event that additional resources become available, additional funding will be allocated to service categories that provide benefits counseling and/or care navigation.
 - Celinda Cantu clarified that this motion would be giving money to benefits counseling/care navigation instead of backfilling service categories that were cut.
 - In response to this, CM Newell expressed a desire to backfill cuts.
 - CM Newell moved to amend the motion to the following:

- In the event of decreased funding, for the first 5% of reductions, allocations for core services will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionately across all service categories. The Council will apply for a waiver for the 75-25 requirement. If the 75-25 waiver is approved by HRSA, the Council will revisit its decreased funding scenario and will utilize this waiver if deemed appropriate by the Council.
 - CM Siron seconded.
 - VOTE – none opposed, motion passes.
- Motion 3a: The CoE Coordination Group will plan a meeting with the priority topic of increasing the level of communication and collaboration among all organizations serving Latino consumers as soon as possible. This group will discuss and define non-clinical health indicators in order to better address socioeconomic barriers to wellness.
 - CM Siron and Celinda Cantu provided context for updated motion.
 - CM Siron moved to approve, CM Newell seconded.
 - VOTE – none opposed, motion passes.
- Motion 4a: To prioritize the following for carry-forward resource allocation:
 - taxi vouchers
 - pilot program for a support group for the aging population
 - emergency financial assistance
 - benefits training for staff
 - Co-Chair Sutter questioned the removal of “for the aging population” with regards to the taxi vouchers.
 - There was a discussion of the additional monitoring required with stipulating who would receive the taxi vouchers- infeasible from DPH perspective.
 - CM Miller spoke in favor of the motion.
 - Co-Chair Sutter noted that it warrants discussion whether transportation should come back as a funded category especially with ACA. Food for thought for the future- think about bringing it back because it's a huge need. Even if we bought thousands of taxi vouchers, we'd barely be making a dent in what people need.
 - CM Ortega moved to approve, CM Miller seconded.
 - VOTE – none opposed, motion passes.
- Recommendation 5: To recommend the AIDS Office review client-centered standards of care as part of its ongoing quality assurance.
 - CM Siron spoke in favor of this motion.
 - Celinda clarified that we are a share-mandated county.
 - CM Miller provided context- this recommendation was tabled at CCA because they wanted to give adequate time to this issue. Concerned about having enough time at the summit- advocated for coming back to this next month.
 - Co-Chair Sutter spoke as a provider- providers are getting dinged for not having hard copies of eligibility documentation.
 - CM Ledford expressed a desire to see sharing between counties.
 - There was a robust discussion of issues with ARIES and both client and provider concerns.
 - CM Smith spoke from medical provider perspective- inundated with letters of diagnosis. Monitoring- physically had to have paperwork in chart or would have been penalized.

- CM Newell moved to table this recommendation until next month, CM Miller seconded.
 - Celinda Cantu suggested the Committee change "AIDS office" to "the grantee" because technically there is no AIDS office. The Committee agreed to make this minor language amendment.
 - None opposed, amendment passes.
 - VOTE – none opposed, motion passes.

8. Public Greeter Discussion

- Bill Ledford and Gabriel Ortega will be Public Greeters at the Full Council and the Summit.

9. Next Meeting Date & Agenda Items

The next Membership Committee meeting is tentatively scheduled for Monday, September 9th 2013, 25 Van Ness 3rd Floor Room 330A from 3-5 pm.

10. Adjournment

The meeting was adjourned at 4:46 pm by Co-Chair Hornby.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 9, 2013

HIV Health Services

25 Van Ness, 3rd Floor, Room 330

3:00 – 5:00 pm

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Draft Agenda

1. **Introductions** Group 3:00
 2. **Review/Approve August 12th 2013 DRAFT Agenda – VOTE** Group 3:03
 3. **Review/Approve June 10th 2013 Minutes – VOTE** Group 3:05
 4. **Announcements** Group 3:07
 5. **Public Comment** Group 3:10
 6. **Demographic Information Update** Group 3:15
- The Committee will review the monthly demographic report.*
7. **Council Member Attendance Report/ Council Applicants – VOTE** Group 3:25

- Letters of Warning to be sent:
 - Brian DiCrocco
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
 - John Pryor
 - Jarad Drube
- Review Prospective Member Application:
- Review Renewals:
 - Rachel Matillano
 - Ken Pearce
 - Stacia Scherich
 - Don Soto
- Request for Leave of Absence:
 - Matthew Miller (October-November)
- Current Leave(s) of Absence:

- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Motion for Consideration – VOTE

Group 4:05

The Committee will discuss the motion tabled at the August 12th 2013 Membership Committee meeting.

9. Full Council Meeting Public Greeter

Group 4:40

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Council Member Training Update

Enrique Asis 4:55

The Committee will receive an update from the Training & Evaluation Manager.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, October 14th 2013, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 9th 2013

25 Van Ness, 3rd Floor Room 330A

3:00-5:00 pm

Committee Members Present: Kenneth Hornby [Co-Chair], Mayra Lopez, Charles Siron, Gwen Smith, Eric Sutter [Co-Chair], Channing Wayne

Committee Members Absent: Catherine Newell [E]

Others Present: Jarad Drube, Kevin Hutchcroft, Bill Ledford, Gabriel Ortega

Support Staff Present: Enrique Asis, Ali Cone, T.J. Lee

Draft Minutes

1. Introductions

The meeting was called to order at 3:05 pm by Co-Chair Sutter. Everyone introduced themselves and quorum was established.

2. Review /Approve September 9th 2013 DRAFT Agenda – VOTE

The September 9th 2013 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve August 12th 2013 DRAFT Minutes – VOTE

The August 12th 2013 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Demographic Information Update

- CS Lee provided the demographic information update.
 - Dipped below 50% of consumers
 - Discussion of what it means to be a non-aligned consumer
 - CS Lee will email updated demographics
 - CM Siron suggested we draft a priority list of target demographics. Low on numbers.
 - Suggested we consider advertising in the BAR.
 - CM Hornby noted that there are also openings on the mandated seats for providers- mental health.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - Brian DiCrocco
 - Co-Chair Sutter moved to send letter of warning, CM Siron seconded.
 - VOTE – none opposed, motion passes.
- Letters of Probation to be sent:

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- None.
- Review Prospective Member Applications:
 - None.
- Review Renewals:
 - Rachel Matillano
 - Ken Pearce
 - Stacia Scherich
 - Don Soto
 - Co-Chair Sutter spoke in favor of renewing all 4 council members.
 - **Co-Chair Sutter moved to renew all four. CM Ledford seconded.**
 - VOTE – none opposed, motion passes.
- Request(s) for Leave of Absence:
 - Matthew Miller (Oct-Nov.)
 - **CM Siron moved to grant LOA, CM Ortega seconded.**
 - VOTE – none opposed, motion passes.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Interview/Discuss Prospective Applicant:
 - Jarad Drube
 - The Committee interviewed and discussed Jarad Drube.
 - Concerns were raised about his ability to attend meetings and make the time commitment.
 - **CM Siron moved to not put him through to Full Council. CM Ortega seconded.**
 - VOTE – none opposed, motion passes.

8. Motions for Consideration – VOTE

- The Committee discussed the motion to send the recommendation regarding client-centered standards of care back to the PLWH Advocacy Group.
- The Committee expressed a desire to see more context for the recommendation, as well as clarification.
 - Kevin Hutchcroft expressed a need for more clarification from a DPH perspective- as is, DPH would not be able to carry out the directive for lack of clarity.
 - **CM Siron moved to send it back to PLWH Advocacy Group. CM Ortega seconded.**
 - VOTE – none opposed, motion passes.

9. Full Council Public Greeter Discussion

- Mayra Lopez will be Public Greeter at the next Full Council.

10. Council Member Training Update

- CS Asis- starting new training session in October.
 - Going to LTCCC- Ken will be introducing the group.
 - CM Ledford done with training.

11. Next Meeting Date & Agenda Items

The next Membership Committee meeting is tentatively scheduled for Monday, October 21st 2013, 25 Van Ness 3rd Floor Room 330A from 2-4 pm.

12. Adjournment

The meeting was adjourned at 4:42 pm by Co-Chair Sutter.

HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 21, 2013

HIV Health Services

25 Van Ness, 6th Floor Room 610

2:00 – 4:00 pm

Draft Agenda

1. Introductions Group 2:00
2. Review/Approve October 21st 2013 DRAFT Agenda – VOTE Group 2:03
3. Review/Approve September 9th 2013 Minutes – VOTE Group 2:05
4. Announcements Group 2:07
5. Public Comment Group 2:10
6. Demographic Information Update Group 2:15

The Committee will review the monthly demographic report.

7. Council Member Attendance Report/ Council Applicants – VOTE Group 2:25

- Letters of Warning to be sent:

▪

- Letters of Probation to be sent:
 - Brian DiCrocco

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- Review Prospective Member Application:
 - TJ Lee

- Interview/Discuss Prospective Applicant:
 - John Pryor

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- Review Renewals:
 - Kenneth Hornby
 - Lee Jewell

- Request for Leave of Absence:
 - Brian DiCrocco (October-November)

- Current Leave(s) of Absence:
 - Matthew Miller (October-November)

- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Joint Meeting

Group 3:25

The Committee will discuss the upcoming joint meeting between the HHSPC and HPPC and the presentation from the HIV Collaborative Work Group.

9. Full Council Meeting Public Greeter

Group 3:45

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Council Member Training Update

Enrique Asis 3:50

The Committee will receive an update from the Training & Evaluation Manager.

11. Next Meeting Date & Agenda Items

Group 3:55

The next Membership Committee Meeting is tentatively scheduled for Monday, November 18th 2013, 25 Van Ness, 6th Floor Room 610 SF CA from 2-4 pm.

Parking Lot:

12. Adjournment

Group 4:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 21st 2013

25 Van Ness, 6th Floor Room 610

2:00-4:00 pm

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Committee Members Present: Co-Chair Ken Hornby [proxy- Bill Ledford], Mayra Lopez, Charles Siron, Gwen Smith, Channing Wayne

Committee Members Absent: Catherine Newell [E], Co-Chair Eric Sutter [E]

Others Present: Celinda Cantu, Kevin Hutchcroft [DPH], Gabriel Ortega

Support Staff Present: Ali Cone, Mark Molnar, Talia Roven

Draft Minutes

1. Introductions

The meeting was called to order at 2:04 pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve October 21st 2013 DRAFT Agenda – VOTE

The October 21st 2013 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve September 9th 2013 DRAFT Minutes – VOTE

The September 9th 2013 DRAFT Minutes were reviewed and approved by consensus.

4. Announcements

- CS Cone announced the Full Council meeting will be held next Monday, October 28th.
- CM Siron announced that Bill Ledford is in the hospital and will not be present for the meeting.
- Celinda Cantu announced that Dean is on vacation and will not be present for the meeting.

5. Public Comment

- CM Siron clarified that public comment can be made by council members if they want to speak as members of the public.

6. Demographic Information Update

- CS Cone announced that the demographic report would be ready by next month, but reported that there were no changes to the demographics of the Council in the past month.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - The committee discussed whether or not a letter of probation should be sent to Brian DiCrocco. There was discussion about the gray area in policy regarding this specific situation given the timing of Brian DiCrocco's request for leave of absence (changes in regularly scheduled meetings meant that LOA was requested prior to missing mandatory meeting).
 - CM Ortega spoke in favor of sending letter of probation.

- Co-Chair Wayne and Co-Chair Hornby spoke against sending letter of probation.
 - CM Ortega moved to send letter of probation. No second.
 - CM Siron noted that this is a precedent on the council.
- Review Prospective Member Applications:
 - T.J. Lee
 - The committee discussed T.J. Lee's application.
 - CM Siron moved to approve, Co-Chair Wayne seconded.
 - VOTE – none opposed, motion passes. He will be interviewed next month.
- Interview & Discuss Prospective Applicant
 - John Pryor
 - The Committee interviewed prospective applicant John Pryor.
 - CM Smith moved to approve applicant, CM Lopez seconded.
 - VOTE – none opposed, motion passes.
- Review Renewals:
 - Lee Jewell
 - Ken Hornby
 - Co-Chair Wayne and CM Siron spoke in favor of renewing both committee members.
 - Co-Chair Wayne moved to approve both members. CM Siron seconded.
 - VOTE – none opposed, motion passes.
- Request(s) for Leave of Absence:
 - Brian DiCrocco (Oct-Nov.)
 - Co-Chair Wayne spoke in favor of approving leave of absence (see "Letter of Probation" section above for context).
 - Co-Chair Wayne moved to grant LOA, CM Siron seconded.
 - VOTE – motion passes.
- Current Leave(s) of Absence:
 - Matt Miller (Oct-Nov.)
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Joint Meeting

- The Committee discussed the upcoming joint meeting between the HHSPC and HPPC and the presentation from the HIV Collaborative Work Group.
 - CM Siron provided context from PLWH Advocacy Group discussion. He gave an overview of the 2 models - full integration and shared leadership.
 - Celinda Cantu spoke to the background of traction behind integration. She discussed looking at addressing the national AIDS strategy with the rollout of ACA. She anticipated that at a minimum it can be expected that there will be changes with the level of coverage, and presented the perspective that the shift to ACA changes what is considered quality service. Prior to ACA, insurance companies' coverage was based on number of visits. Now the focus has shifted to looking at health outcomes. Many health outcomes seen through CQI will

- remain the same. Additional changes will include linking people, particularly late testers, from prevention to care.
- CM Siron expressed concerns with how the Prevention Council was restructured.
 - Co-Chair Hornby expressed concern with changing the structure of the council while ACA still rolling out. He also spoke to the uncertainty around healthcare coverage options for seniors under ACA.
 - CM Ortega spoke against the merger. He requested a plan of intent in order to see how the change would benefit consumers.
 - Co-Chair Wayne presented her perspective on why there is a push for integration. She expressed that there is information available on duplication of funds which contributes to Barbara Garcia's desire to see a more streamlined process.
 - Co-Chair Hornby said he reached out to Councils in Houston and Chicago to inquire about how the process unfolded. They did not follow up.
 - CM Siron brought up that Kevin Hutchcroft presented models of other EMA's where integration occurred. They discussed that in workgroups, implementation was not discussed. The focus remained on the framework of the models. They spoke to the different cultures of prevention and care.
 - CM Ortega expressed concern with level of transparency in the process.
 - Co-Chair Hornby discussed concern with the number of non-aligned consumers on the Prevention Council.
 - Co-Chair Wayne provided context by discussing her and Barbara Garcia's meeting with Mayor Lee. She expressed that in their request for funding, the Mayor said it would be more streamlined if prevention and care didn't come asking for money for the same thing.
 - There was a robust discussion of this backfill request meeting.
 - Celinda Cantu noted that this is the 2nd fiscal year in a row that prevention and care asked for duplicative backfill. This provided the momentum behind the desire to see further integration and streamlining.
 - CM Siron expressed that someone needs to convince consumers that the merger is going to be good for them.
 - CM Siron and CM Ortega spoke against merger.

9. Full Council Public Greeter Discussion

CM Lopez & CM Siron will be the Public Greeters at this month's Full Council Meeting.

10. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, November 18th from 2:00-4:00 pm at 25 Van Ness, 6th Floor Room 610.

11. Adjournment

The Meeting was adjourned at 3:37 by Co-Chair Hornby.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 18th 2013

HIV Health Services

25 Van Ness, 6th Floor Conference Room

2:00 – 4:00 pm

Draft Agenda

1. Introductions Group 2:00
2. Review/Approve November 18th 2013 DRAFT Agenda – VOTE Group 2:03
3. Review/Approve October 21st 2013 Minutes – VOTE Group 2:05
4. Announcements Group 2:07
5. Public Comment Group 2:10
6. Demographic Information Update Group 2:15

The Committee will review the monthly demographic report.

7. Council Member Attendance Report/ Council Applicants – VOTE Group 2:25

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
 - TJ Lee
- Review Prospective Member Application:
 - Loren Meissner
- Review Renewals:
 - Billie Cooper
 - Wade Flores
- Request for Leave of Absence:
- Current Leave(s) of Absence:
 - Brian DiCrocco (October-November)
 - Matthew Miller (October-November)
- Committee Assignments:

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Monday, November 18th 2013

HIV Health Services

25 Van Ness, 6th Floor Conference Room

2:00 – 4:00 pm

Draft Agenda

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- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Models of Collaboration – VOTE

Group 3:25

The Committee will continue the discussion from the recent joint meeting regarding models of collaboration between the HHSPC and the HPPC. The Committee will also review two motions coming from CCA, GPA, and the PLWH Advocacy Group.

9. Full Council Meeting Public Greeter

Group 3:45

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Council Member Training Update

Enrique Asis 3:50

The Committee will receive an update from the Training & Evaluation Manager.

11. Next Meeting Date & Agenda Items

Group 3:55

The Committee will determine its next meeting date.

Parking Lot:

12. Adjournment

Group 4:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 18th 2013

25 Van Ness, 6th Floor Room 610

2:00-4:00 pm

Committee Members Present: Ken Hornby [Co-Chair], Catherine Newell, Charles Siron, Channing Wayne [Co-Chair]

Committee Members Absent: Mayra Lopez [E], Gwen Smith, Eric Sutter [E]

Others Present: Kevin Hutchcroft [DPH HHS], Bill Ledford , T.J. Lee [SFAF], Gabriel Ortega

Support Staff Present: Ali Cone, Mark Molnar, Talia Roven

Minutes

1. Introductions

The meeting was called to order at 3:10pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve November 18th 2013 DRAFT Agenda – VOTE

The November 18th 2013 DRAFT Agenda was reviewed and minorly amended and recommended to approve by consensus.

3. Review /Approve October 21st 2013 DRAFT Minutes – VOTE

The October 21st 2013 DRAFT Minutes were reviewed and approved.

4. Announcements

- Co-Chair Hornby spoke to Director of Progress Foundation and discussed the council had an open seat for Mental Health position. Requested assistance from him to get seat filled.

5. Public Comment

- None.

6. Demographic Information Update

- CS Molnar reviewed the revamped demographic report. Numbers are based on ARIES report, not EPI report. Intended to reflect demographics of RW Care. The Council will be using this updated report.
- CS Cone presented the demographic report to the committee and reviewed information.
 - More specific info if generalized with ARIES info
 - Best way to look at report is through yellow columns, compare demographics across the board and how they match up with last column which is non-aligned consumers. This is ARIES data.
- Committee agreed that new data system is positive change.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:

- None.
- Interview & Discuss Prospective Applicant
 - The Committee interviewed and then discussed T.J. Lee.
 - **CM Ledford moved to approve T.J. Lee. CM Siron seconded. None opposed. Motion passes.**
- Review Prospective Member Application:
 - The Committee reviewed and discussed Loren Meissner's application.
 - The Committee expressed concern that this might not be an appropriate match.
 - **Co-Chair Wayne moved not to invite Loren Meissner to interview. CM Ledford seconded.**
 - **VOTE – motion passes.**
- Review Renewals:
 - The Committee reviewed the renewal of CM Cooper.
 - **CM Ledford moved to approve CM Cooper's renewal. Co-Chair Hornby seconded. None opposed, motion passes.**
 - The committee reviewed the renewal of Wade Flores.
 - **CM Newell moved to approve CM Flores's renewal. Co-Chair Wayne seconded. None opposed, motion passes**
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - Brian DiCrocco (October-November)
 - Matthew Miller (October-November)
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Full Council Public Greeter Discussion

CM Newell will be the Public Greeters at this month's Full Council Meeting.

9. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is scheduled for January. There will not be a December meeting.

10. Models of Collaboration - VOTE

- The Committee continued the discussion from the recent joint meeting regarding models of collaboration between the HHSPC and the HPPC. The Committee also reviewed two motions coming from CCA, GPA, and the PLWH Advocacy Group.
 - **CM Ledford moved to move motion #1 forward. CM Siron seconded.**
 - CS Molnar provided overview of motion process through the three committees.
 - CS Molnar - if motion passes, membership standards will remain the same as they are.
 - Committee discusses motion #1 and the representation of HIV positive non-affiliated consumers both on the council generally and in leadership roles.

- Robust discussion followed regarding having specific leadership roles based on specific demographics.
 - CM Ledford called to question. CM Newell seconded.
 - VOTE - none opposed. Question called.
 - VOTE on Motion 1. Motion passes.
 - TJ Lee feels number should be closer to 50%.
 - CS Molnar clarifies that 33 1/3% is intended to exist as a baseline to work from.
 - Committee discussed PLWH representation on a potential collaborative or merged council.
- Motion #2 is discussed by committee.
 - Co-chair Hornby spoke to the importance of considering Model 2 as the model for collaboration as it was not discussed during the joint council presentation.
 - CM Ledford, CM Siron and CM Newell also spoke to Model 2 not being discussed in detail during joint council meeting.
 - CS Molnar clarified that Motion #2 is intended to foster a broader discussion about presenting Model 2 as an option for the 2 councils. It is not a vote to adopt Model 2.
 - Co-Chair Wayne discussed the mandate of the collaborative works group as being a recommendation of one model.
 - CS Molnar spoke to the process of the work group developing the models.
 - Co-chair Wayne spoke in favor of Motion #2.
 - Gabriel Ortega moved Motion #2 to move forward. CM Siron seconded.
 - VOTE on Motion 2 – Motion passes.
 - There was a robust discussion about the different models of collaboration between the HHSPC and the HPPC.
 - CM Ortega expressed concern about intent of Model #1.
 - CM Newell – Prevention and care have to work together because the best prevention is intervention. Not about each seat on the council but rather the collective voice.
 - CM Siron spoke about the importance of having PLWH voice on the council, regardless of what form it takes.
 - Co-Chair Wayne discussed importance of positive voice on council. Less people becoming positive is less strain on system. Spoke in support of merger because it allows money to be more focused and streamlined.
 - Kevin Hutchcroft spoke to the importance of the merger and described it as better to think about it as an integration. Agreed with Co-Chair Wayne on importance of Prevention's push for testing because of the strain that more positives put on system.
 - Co-Chair Hornby – not saying merger is bad, but wanted full picture of what is going on instead of only looking at merger option.
 - CM Siron – RW is payor of last resort on Care side. Agrees with Kevin Hutchcroft, should be called integration instead of merger.
 - Public Comment:
 - TJ Lee spoke to seeing merger as beneficial to Prevention side and not as much for the Care side.

11. Adjournment

The Meeting was adjourned at 4:00pm by Co-Chair Hornby.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 13th 2014

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve January 13th 2014 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve November 18th 2013 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Group 3:15

The Committee will review the monthly demographic report.

7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:25

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
- Review Prospective Member Application
- Review Renewals:
 - Margot Antonetty
 - Brian DiCrocco
 - Michael Scarce
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
 - Gwen Smith

- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. 2014 Committee Assignments – VOTE

Group 4:00

The Committee will determine new council member committee assignments for 2014.

9. HHSPC 2014 Social

Group 4:30

The Committee will discuss having a Council Social in mid-February 2014.

10. Full Council Meeting Public Greeter

Group 4:45

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

11. Council Member Training Update

Mark Molnar 4:50

The Committee will receive an update regarding the position of Training & Evaluation Manager.

12. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, February 10th 2014, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

13. Adjournment

Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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Ness and the Metro stations at Van Ness and Market and at Civic Center.

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Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at <http://www.sfcarecouncil.org>



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, January 13th, 2014
25 Van Ness, 3rd Floor Room 330A
3:00-5:00 pm

FEB - 6 2014

Committee Members Present: Ken Hornby (Co-Chair), Catherine Newell, Charles Siron

Committee Members Absent: Mayra Lopez [E], Gwen Smith, Eric Sutter (Co-Chair) [E], Channing Wayne [E]

Others Present: John Ainsley, Celinda Cantu, Bill Ledford, T.J. Lee, Matthew Miller, Gabriel Ortega, Michael Scarce

Support Staff Present: Ali Cone, Mark Molnar, Talia Roven

Draft Minutes

1. Introductions

The meeting was called to order at 3:07pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve January 13, 2014 DRAFT Agenda – VOTE

The January 13, 2014 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve November 18th 2013 DRAFT Minutes – VOTE

The November 18th 2013 DRAFT Minutes were reviewed.

- CM Newell - Quorum was established by the end of the meeting. This needs to be reflected in the minutes.
- Minutes amended and approved.

4. Announcements

- CS Molnar announced that due to the holiday on Monday, Steering committee will meet this Thursday, January 16th from 4-6pm at 25 Van Ness, 6th floor. The Full Council Meeting will be held at the SFAF on January 27th from 4:30-7:30p.
- CM Hornby – Spoke to Cathy Spensley from Family Services and Mental Health regarding Council membership. She expressed interest and will come to the next Full Council meeting to decide if she will proceed with an application. This would fill a mental health provider seat.

5. Public Comment

- None.

6. Demographic Information Update

- The Committee reviewed the monthly demographic report.
- CS Molnar presented the demographic report.
 - This report reflects new members but does not yet reflect Gwen Smith's resignation.
 - African Americans and Latino/Hispanic population are under represented on the Council.
 - T.J. Lee will have applicants next month that fulfill those demographics.
 - Overall, the demographics look pretty good with exception of the aforementioned groups.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - None as of now.
 - CS Molnar announced there are a few applicants in the pipeline that may submit applications over the next few months.
- Review Prospective Member Application:
 - None.
- Review Renewals:
 - CS Cone prepared an attendance record for each of the three renewal candidates per T.J. Lee's request.
 - CM Ortega spoke to the attendance report and requested the document for future renewals.
 - Margot Antonetty
 - CM Miller moved to approve renewal. CM Ledford seconded. None opposed. Renewal approved unanimously.
 - Brian DiCrocco
 - CM Miller moved to not approve renewal. CM Ledford seconded. None opposed.
 - CM Scarce spoke on CM DiCrocco's behalf per his request. CM DiCrocco had spoken to CM Scarce and expressed the challenges around attending meetings due to work schedule.
 - CM Lee spoke to CM DiCrocco's LOA and the timing of it being right before the Summit. If his work schedule is too busy, being a member of the Council may not be a good fit. Spoke in favor of not approving renewal.
 - CM Siron emphasized that CM Lee is speaking as a Council Member, not as Council Staff.
 - CM Siron spoke to PLWH excused absences given due to sickness, not work. Spoke in favor of not approving renewal.
 - CM Ledford spoke in favor of not approving renewal.
 - CM Ortega felt CM DiCrocco should be given a chance.
 - CM Scarce spoke to a recent tone of the Council regarding consumer's roles, attendance and commitment to the work that is fundamentally troubling.
 - CM Scarce spoke to challenging that perspective. PLWH members must qualify for Ryan White Services and there is a mandate for the Council to accommodate the consumer's life challenges.
 - CM Hornby spoke to CM DiCrocco's attendance record and to following procedure. Having one person not show up repeatedly to vote presents a challenge the process
 - CM Miller called the question. CM Hornby seconded. One opposed. Question is called, go to vote.
 - Motion – To approve Brian DiCrocco's renewal. Committee recommends that membership is not renewed. Motion moves to Steering.
 - Michael Scarce
 - CM Scarce spoke to his application not being complete. Some of the questions asked are personal and he did not want some of this information to be part of public record.

- Came today to fill in those gaps in person and to make a request that the recording be turned off so private information can be shared off the record.
- CM Hornby and CM Lee spoke to Sunshine not allowing this provision.
 - CS Molnar discussed the precedent that had been set in the past when the recording was shut off per committee member's request. It is up to committee to decide whether the recording is to be turned off or not.
 - CM Scarce asked whether this vote needed to be taken now or within the context of what he was about to present.
 - CS Molnar asked if CM Scarce wanted the recording to stay on for this piece.
 - CM Scarce answered that it would be fine for the recording to stay on.
 - CM Siron requested clarification on the presentation. The first half would be one discussion on record and the second half would go into more detail off record.
 - CM Scarce agreed.
 - CM Scarce reviewed some of his renewal application.
 - CM Scarce discussed on-going, unresolved issues regarding interpersonal conflicts and grievances. CM Scarce described his personal process of deciding to pursue renewal.
 - Upon request by Membership committee to allow for additional discussion, CM Scarce left the room.
 - CM Miller spoke to his experience as CCA Co-Chair. Said that he was accused of malfeasance by CM Scarce, and that CM Scarce was disruptive in meetings. CM Miller said he would vote not to renew CM Scarce's membership.
 - CM Ledford – There have been numerous times when CM Scarce accused the Council of being in violation of the Sunshine Ordinance and Brown Acts. After several verbal requests for written examples of those violations, none were received. Will vote no on a renewal.
 - CM Newell – Disappointed in comments being made. Sound more like personal problems with members than council problems. CM Newell spoke to never having had a problem with CM Scarce. Spoke to him being an intelligent and knowledgeable person and a good contribution to this Council.
 - CM Newell - Seems as if there is an agenda being pushed by a few specific members. Given tone of meeting, calls into question how those members speak about CM Newell during her own renewal process.
 - CM Siron spoke to CM Newell's contribution to the Council. Has never attacked Council Staff. CM Scarce has personally attacked members of staff and Council.
 - CM Hornby – Agreed with CM Siron's comments about CM Newell. CM Scarce has not been participating in votes, including at joint council meeting, and has been argumentative. CM Hornby acknowledged that it's difficult to vote down a PLWH renewal but with merger and ACA, everyone here needs to be fully engaged and participating. Part of being on Council is being a team player. If there are people interrupting the process, it disrupts the whole system.
 - CM Ortega – Agrees with CM Newell's feeling. Worried about what will be said during CM Ortega's own renewal. Spoke to CM Scarce's honesty, sincerity and intelligence. He is a PLWH, the same as the other members in

the committee today. Decision should be based on the merit of this person, not personal sentiment.

- CM Lee – Spoke to CM Ortega's point about the merits of application. This application is not complete. CM Scarce decided to create a response that does not exist by marking undecided. With regards to attendance over the last 2 years, out of 46 meetings, 27 were attended.
 - CM Lee spoke about his experience as Council Staff. CM Scarce has had 2 LOA's, and called up 2 weeks before summit in 2012 and asked for LOA just before summit because the motion he had moving through the committees was not passed through.
 - CM Lee spoke about requesting motions that CM Scarce wanted to present to committee, and not having them sent. CM Scarce would show up with the motions in hand that were not connected to any agenda item.
 - CM Lee spoke to CM Scarce being a challenge to work with during the Transgender Women Needs Assessment.
 - If CM Lee had a vote, it would be a no vote to the renewal.
- Committee discussed how the voting process would work and whether the recording will remain on or not. Committee discussed whether they would hear the second part of CM Scarce's presentation.
- CM Ledford moved to call the question. CM Miller seconded. None opposed.
- CM Scarce was asked to come back into the room for the vote.
 - VOTE - Motion to renew CM Scarce application. Roll Call Vote. Does not pass.
- CM Scarce asked a clarification question. Was under the impression he would be allowed to come back in and speak.
- CM Lee – It was decided that based on information that was presented, the committee did not need to hear more from CM Scarce.
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - Gwen Smith
 - Will not be applying for a renewal.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. 2014 Committee Assignments – VOTE

- CS Molnar reviewed the 2014 committee assignments laid out by CS Molnar and CM Siron.
 - CM Pryor not yet on list because he is still undecided and in his 3 month trial.
 - CM Lee decided on his committee and is therefore on the list.
 - CM Ledford moved to approve 2014 Committee assignments. CM Newell seconded. Motion passes by consensus.

- Report to committees in February and new Co-Chairs will be elected.

9. HHSPC 2014 Social

- The Committee discussed having a Council Social in mid-February 2014.
 - CM Lee recommended the Sugar Lounge. All agreed on location.

10. Full Council Meeting Public Greeter

- CM Siron nominated CM Lee to serve as this month's Full Council meeting Public Greeter. CM Ledford seconded. None opposed.

11. Council Member Training Update

- The Committee received an update regarding the position of Training & Evaluation Manager.
- Enrique no longer on staff. CS Molnar announced CS Asis is no longer on staff. Some new items will be added to the job description, including community outreach. Expect to post job in February with start date in early March.
- Committee will wait for the training until a new person is hired.

12. Next Meeting Date & Agenda Items

- The next Membership Committee Meeting is tentatively scheduled for Monday, February 10th 2014, 25 Van Ness, 3rd floor, Room 330 from 3-5 pm.

13. Adjournment

The Meeting was adjourned at 4:45pm by Co-Chair Hornby.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 10th 2014

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
 2. Review/Approve February 10th 2014 DRAFT Agenda – VOTE Group 3:03
 3. Review/Approve January 13th 2013 DRAFT Minutes – VOTE Group 3:05
 4. Announcements Group 3:07
 5. Public Comment Group 3:10
 6. Demographic Information Update Group 3:15
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7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:25

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
- Review Prospective Member Application
 - Mark Ryle
- Review Renewals:
 - Charles Siron
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
 - Don Soto (requests a move to GPA)
- Resignations/Thank You for Service to the Council:
 - Laura Thomas

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- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. HHSPC 2014 Social**Group 4:05**

The Committee will be updated on the change in date for the upcoming Council Social.

9. Full Council Meeting Public Greeter**Group 4:10**

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Consumer Survey Review – VOTE**Group 4:15**

The Committee will review a general consumer survey developed by the CCA Committee.

11. Next Meeting Date & Agenda Items**Group 4:55**

The next Membership Committee Meeting is tentatively scheduled for Monday, March 10th 2014, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

12. Adjournment**Group 5:00**

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HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, January 13th, 2014
25 Van Ness, 3rd Floor Room 330A
3:00-5:00 pm

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Committee Members Present: Liz Gatewood, Matt Geltmaker, Ken Hornby (Co-Chair), T.J. Lee, Mayra Lopez, Charles Siron (Co-Chair)

Committee Members Absent: Brian DiCrocco [E], Cathy Newell [E], Channing Wayne [E]

Others Present: Billie Cooper, John Aynsley [HHS], Bill Ledford, Matt Miller, John Pryor

Support Staff Present: Ali Cone, Mark Molnar, Talia Roven

Draft Minutes

1. Introductions

The meeting was called to order at 3:07pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve February 10th, 2014 DRAFT Agenda – VOTE

The February 10th, 2014 DRAFT Agenda was reviewed, minorly amended and approved.

3. Review /Approve January 13th, 2014DRAFT Minutes – VOTE

The January 13th, 2014 DRAFT Minutes were reviewed and approved.

4. Announcements

- CM Lee announced the next Positive Force Program PLUS seminar will be held March 15-16.
- CS Molnar announced there will be voting at the upcoming February Full Council for At-Large Steering Committee Reps, CAEAR Coalition reps, EHB Work Group Reps and HPPC Reps.
- CS Molnar shared that CM Jewell was re-elected Co-Chair of PLWH caucus on the CAEAR Coalition.
- CM Lee requested an update about appointment letters for new Council members from the Mayor.
 - CM Jewell and CS Molnar have left messages with Nicole Wheaton. CM Jewell emailed Scott Weiner's office about the letters. Scott Weiner responded and said his aid would contact Nicole directly.

5. Public Comment

- None.

6. Co-Chair Election – VOTE

- CS Molnar announced a Co-Chair can serve 3 consecutive terms and is re-elected based on annual shift. Must have at least one term off. Term is one year.
- CM Miller nominated Co-Chair Hornby. CM Siron seconded.
- CM Ledford nominated CM Siron. CM Hornby seconded.
 - VOTE on re-election of Co-Chair Hornby. One Abstention. Re-election approved.
 - VOTE on election of CM Siron. One Abstention. Election approved.

7. Demographic Information Update

- The Committee reviewed the monthly demographic report.

- CS Molnar reiterated the need more African American and Youth members under 24 on Council. Latino representation is better but more presence is still needed. API, Native American, Trans and Women have all reached quota, although the Council would like more Native American representatives.
- 63% of members are positive and 47% are non-aligned consumers. Council is above both State and Council mandate.
 - CM Lopez shared that she is now working as a Case Manager at Lyric. Will reach out to recruit Youth representatives.
 - Co-Chair Siron spoke to the upcoming COLA representing an opportunity to bring more African Americans to the Council.
- The Council discussed challenges and different reasons why it has been hard to increase African American membership on the Council.
- CM Lopez requested information on the upcoming COLA meeting
 - CS Molnar – the pre meeting to decide who will be a Council representative at BBE is Wednesday, February 13th at 3pm. COLA is on Thursday, February 27th from 5-6pm at BBE.
- Co-Chair Siron discussed wanting to have African American representation from the Council at the COLA. Have long struggled with getting reps from this community. Discussed considering a conversation with PRC to help problem solve around community outreach.
 - Co-Chair Hornby will be meeting with Dennis Riley from PRC and will discuss this with him.
- CM Miller spoke to creating a Task Force or Work Group to go to locations such as Bay Ponds to recruit African American members.
- CM Ortega met with Jorge Zepeda at SAF to discuss Latino representation on the Council. Talked about having a meeting or presentation about the Care Council.
 - CS Molnar spoke to having an in-service about the Council. Can make agenda item once Enrique Asis's position is filled given the outreach component of the new job description.

8. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - None.
- Review Prospective Member Application:
 - None.
- Review Renewals:
 - Co-Chair Siron stepped out of the room and his renewal application was reviewed and discussed.
 - CS Molnar spoke to CM Lee's request for attendance report accompanying all renewals.
 - CS Molnar discussed Co-Chair Siron's attendance report.
 - CM Miller spoke in favor of approving Co-Chair Siron. Discussed his being well informed and active role at meetings as being assets to the Council. CM Geltmaker seconded.
 - CM Lee described Co-Chair Siron as a positive mentor and good at communicating with both Council members and Council Staff.
 - CM Ledford discussed Co-Chair Siron's assistance and mentorship to new members.
 - CM Cooper – Co-Chair Siron goes above and beyond his call of duty. Talked about him being a powerful voice and advocate in the community and for Council members.
 - VOTE – approval of application passes unanimously.

- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - CM Ito and CM Soto requested to be moved to GPA.
 - CM Geltmaker questioned how moving 2 members impacts committee numbers.
 - CS Molnar – currently 10 on CCA, GPA and 11 on Membership.
 - If CM Ito and CM Soto move, CCA will have 9, GPA will have 12 and Membership will have 10.
 - CM Lee spoke to CM Soto moving to GPA due to scheduling conflicts. Not uncommon for committee to have more than 10 people.
 - Co-Chair Siron discussed the importance of balancing providers and consumers in each committee.
 - CM Gatewood asked if CCA would be at a disadvantage due to its size and if anyone requested CCA as a first choice who was not assigned to that committee.
 - CS Molnar – There are a number of members that come to CCA even though it is not their home committee. Spoke to members requesting CCA as a first choice but not receiving it in order to maintain balance established in committees.
 - CM Miller moved to approve CM Ito and CM Soto's move to GPA. CM Gatewood seconded.
 - VOTE – None opposed. Motion passes.
- CM Pryor requested Membership as his home committee.
 - CM Ledford moved approve CM Pryor for Membership. CM Geltmaker seconded.
 - VOTE – None opposed. Motion passes.
- Resignations/Thank You for Service to the Council:
 - Laura Thomas
 - CS Molnar spoke to Laura Thomas being most senior member on the Council. Would like to do something special for her departure. HAPN members will be presenting her with something as well.
 - CS Molnar – Hoping to get a certificate from the Mayor to honor her service as well as present her a plaque from the Council.
 - The committee discussed presenting her with a cake and a card at the February Full Council meeting.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

9. HHSPC 2014 Social

- CS Molnar announced the Council Social will be moved from Mid-February to Mid-March
- The Committee proposed possible dates.
 - The Committee decided the Social will be held on Monday, March 10, 2014.

10. Full Council Meeting Public Greeter

- CM Ledford nominated new committee members CM Gatewood and CM Geltmaker.
- Co-Chair Siron nominated CM Ledford.
- CM Lee nominated Co-Chair Siron as new Co-Chair of committee.

- VOTE – CM Ledford nominated as public greeter.

11. Consumer Survey Review - VOTE

- The Committee reviewed a general consumer survey developed by CCA Committee.
- CS Molnar reviewed the survey originally developed by CM Ledford. Talked about information obtained during COLAs and needs assessments. Important for the Council to review the survey to be sure parts of it are not duplicative.
- CS Molnar spoke to CCA updates, making this the second iteration of the survey. GPA will look at the survey next. Steering will vote on whether to move the survey to Full Council to determine how survey will be used.
 - CM Lee felt the word “benefits” should be removed from #5 and #7.
 - CM Ledford spoke to benefits referring to positive attributes.
 - CS Molnar talked about rephrasing using positive or negative.
 - CM Lee requested clarification about what the survey will be used for so that the purpose can be made clear to participants.
 - CM Lee asked if there will be an electronic version on Council website.
 - CS Molnar – CM Ledford did suggest that idea.
 - CM Ledford spoke to the process. Agencies can send this out and consumers mail back.
 - CM Geltmaker talked about demand on clients. Want to make sure that the first part of the survey does not alienate anyone. Perhaps adding a broader definition of each service would add clarification.
 - CM Geltmaker spoke to the requirement of all agencies to conduct annual client satisfaction surveys to receive funding. Want to make sure information being gathered is not redundant.
 - CS Molnar – client satisfaction surveys target specific service categories. Not focusing on quantitative data. This survey is targeting RW services in general. Can add descriptions to #1 to make the categories more general.
 - CM Geltmaker asked if the goal is to get a full snapshot of services.
 - CS Molnar discussed that currently, there is no information presenting a general overview of consumers’ experience with services.
 - CM Pryor spoke to discussion in CCA. One of the biggest questions was around #1. Worried people’s responses will be reflective of one specific category and not the whole system of care. Need to be careful not to have people disengage as a result of these surveys.
 - CM Ortega expressed concern for providers and consumers being overwhelmed by the process.
 - CM Lee talked about defining emergency housing. Important to spell out difference between emergency and transitional housing. Also questioned why transportation is listed since Council is not responsible for that funding.
 - CM Ledford spoke to transportation as a challenging issue for PLWH. Some organizations have vouchers for transportation.
 - CM Miller spoke to the survey being system-wide and non-targeted. For this reason, it is not redundant. Felt the order of some questions could be tweaked.

12. Next Meeting Date & Agenda Items

- The next Membership Committee Meeting is tentatively scheduled for Monday, March 10th 2014, 25 Van Ness, 3rd floor, Room 330 from 3-5 pm.

13. Adjournment

The Meeting was adjourned at 4:53 pm by Co-Chair Hornby.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 10th 2014

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve March 10th 2014 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve February 10th 2014 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Group 3:15
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

The Committee will review the monthly demographic report.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
- Review Prospective Member Application
- Review Renewals:
 - Eric Sutter
 - Michael Smithwick
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
 - Liz Gatewood

- Review Exit Interview:
 - Liz Gatewood
- Dismissal Letters to be sent due to attendance requirements:

8. Council Member Appointment

Group 4:10

The Committee will be updated on a change to the process of mayoral appointment to the Council.

9. Full Council Meeting Public Greeter

Group 4:25

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Annual Achievement Award – VOTE

Group 4:30

The Committee will discuss a suggestion to implement an annual council member achievement award.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, April 14th 2014, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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San Francisco Department of Public Health, AIDS Office
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Planning Council, 730 Park Street, 3rd Floor, San Francisco, CA 94109.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 10th, 2014

25 Van Ness, 3rd Floor Room 330A

3:00-5:00 pm

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PUBLIC LIBRARY**Committee Members Present:** Brian DiCrocco, Ken Hornby (Co-Chair), T.J. Lee, Mayra Lopez, Catherine Newell, Charles Siron (Co-Chair)**Committee Members Absent:** Liz Gatewood [E], Matt Geltmaker [E], John Pryor [E], Channing Wayne [E]**Others Present:** John Aynsley [DPH HHS], Bill Ledford**Support Staff Present:** Ali Cone, Dave Jordan, Mark Molnar, Talia Roven***Draft Minutes*****1. Introductions**

The meeting was called to order at 3:07pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve March 10th, 2014 DRAFT Agenda – VOTE

The March 10th, 2014 DRAFT Agenda was reviewed, minorly amended and approved.

3. Review /Approve February 10th, 2014 DRAFT Minutes – VOTE

The February 10th, 2014 DRAFT Minutes were reviewed and approved.

4. Announcements

- CS Molnar announced that the Council Social is today at Sugar Lounge after Membership.
- CS Cone announced that the PLWH Advocacy Group meets this Wednesday, March 19th from 3-5pm.
- CM Lee announced he will represent SFAF, not the Council, on the EHB Workgroup.
-

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone provided the demographic update. Results are similar to last month. The only change reflected is the departure of CM Thomas. Largest disparity is with African Americans who make up 23.7% of the population and only have a 6.5% representation on the Council.
- CS Molnar spoke to the African American MSM COLA. 4 members of the COLA expressed interest in applying for the Council. One person was former member.
- CM Miller discussed that 2 members of the COLA also approached him with interest in joining.
- CS Cone spoke to Council numbers. Demographic information this month does not take into account the recent resignations. Total membership of Full Council will be 29 including CM Lee and CM Pryor and 27 if not approved by the Mayor.
- Co-Chair Siron talked about the last time membership numbers were slightly lower. Council recruited heavily with organizations around the city.

7. Introduction to new member

- CS Molnar introduced new Council Staff member Dave Jordan, hired as Community Services Manager.

- CS Jordan spoke to returning to the Council after having been in direct service. Looks forward to helping facilitate change not individually but with a larger group of people, from larger vantage point.
- CS Molnar – There are currently no new members to train. Met with CM Pryor to review roles of planning Council. CS Jordan will reach out to CM Pryor if he has additional needs.
 - There won't be changes to the structure of training and orientation. Trainings are designed around participants based on their RW policy knowledge. Speakers come in to discuss their various methods of expertise.
 - CS Jordan – This seemed effective. In addition to orientation, there will be additional trainings throughout the year added by CS Molnar. Asked members to come up with topics:
- TRAINING IDEAS:
 - T.J. Lee - New Co-Chairs facilitation training.
 - Co-Chair Siron – Facilitation refresher for long standing members who need it. Emphasize to new and old members that there are only 3 Council Co-Chairs and CS Molnar can speak with media. Individual member cannot speak publicly for Full Council. If asked for an interview or letter, only those 4 are authorized representatives.
 - Co-Chair Hornby – Going through policy and procedures to some extent. Refresher to older members on policy and procedure around renewals.
 - CS Jordan – A Steering retreat where all Co-Chairs are present would be a good opportunity to review policies and procedures.
 - CM Miller spoke to covering more training through mentorship program.
 - CS Jordan – What information could be added?
 - CM Miller – Do's and don'ts, guidelines to follow. Limit how many mentees a mentor can have. With new recruitment, members will be taxed to be mentors.
 - CS Jordan – Can have a small group meeting to discuss instead of a full training. Clarify and improve mentor guidelines/programs.
 - T.J. Lee – At the end of 6 months, do exit interview to see if it is helpful.
- CS Molnar addressed interest level around cultural humility and competency training.
- T.J. Lee inquired about needs assessments.
 - CS Molnar – Being handled by CS Jordan and other Council Staff.
- T.J. Lee talked about redoing the HIV and Aging needs assessment as Loren Meissner's did not feel complete.
 - CS Molnar - In Fall, CCA will determine next needs assessment. Other Council members can come and give input. Next GPA will review Loren Meissner's report. Invited T.J. Lee to attend and provide feedback.
- Co-Chair Hornby offered to get in touch with Bill Haskell to present a report on the HIV and Aging study presented to the LTCC.
- T.J. Lee discussed trainings on group dynamics and how to work together cohesively. Communication.
- CM Lopez spoke to minimal training when first entering the Council. Would like to re-do orientation. Received broad strokes without concrete details or training on how to be part of Council. Was not made aware of things like mentorship, attendance policy.
- T.J. Lee suggested compiling a training list of what needs to be covered. Use this as a way to recruit people, put on website to help people understand some of their responsibilities.
- Co-Chair Siron – Helpful to go through policy/procedure in depth. Spoke to Wilimena's training style. Created face pages, typed up specifics. Will bring in to show CS.
 - CS Jordan – Trainings can be tailored to trainees. Will be helpful to go over different techniques to allow for more training options.
- OUTREACH:

- CS Molnar spoke about membership not historically being responsibility of staff. Low numbers have presented a special circumstance that requires a new approach. Co-Chairs of Council have noticed a provider drain in addition to communities of color. Need to reach out to both. In past, did in-services to educate community/agencies about Council.
- Committee recommended agencies for recruit possibilities.
 - CM Lopez spoke to the lack of youth representation on the Council. Will reach out to Bay Positive.
 - T.J. Lee – Larkin Street
 - Co-Chair Siron – Youth Commission. Have PLWH present to them the services that exist in the community. Asked about presenting at high schools.
 - Co-Chair Hornby – AHP. Offered to speak with Michelle.
 - CS Molnar spoke to the need for a mental health provider. CM Hornby said Cathy Spensley is looking into someone to fill that seat.
 - CS Molnar – PHP through UCSF
 - T. J. Lee - Send letter to BAR.
 - CS Molnar – Support service providers at Mission neighborhood Health Center, Dolores Mission, Instituto Familiar de la Raza.
 - Core Services - Dental rep from UOP, in-service at HAPN meeting, representatives from different CoE's (7), TACE, API, Mission Neighborhood
 - CM Newell - Can speak with Michael Buck, African American provider/consumer at the Southeast CoE in Hunters Point.
 - John Aynsley – Kim Gilgenberg Castillo, Associate Director of Behavioral Health at TACE.
 - CS Jordan – POH
 - CM DiCrocco – Aguilas
 - CM Lopez – Offered to contact IFR and Mission Neighborhood.
 - Co-Chair Siron – Do we have Medi-Cal/Medicare providers?
 - CS Molnar spoke to the difficulty of getting reps.

8. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - None.
- Review Prospective Member Application:
 - None.
- Review Renewals:
- Committee discussed the importance of putting more time into reviewing renewal applicants instead of quickly moving to approve renewal.
 - Eric Sutter
 - CM Miller described CM Sutter as polite and a good representative.
 - Co-Chair Siron spoke positively to CM Sutter's role as Membership Co-Chair.
 - CM Miller moved to approve renewal. CM DiCrocco seconded.
 - VOTE - Renewal approved.
 - Michael Smithwick

- CM Miller discussed experience as partnering Co-Chairs of CCA. Very helpful. Stepped up when no one else wanted to. Stepped in when CM Miller took a LOA. Dedicated and knowledgeable.
 - **CM Miller moved to approve renewal. Co-Chair Hornby seconded.**
 - VOTE - Renweal approved.
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - Liz Gatewood
 - Time commitment is challenging.
 - Martiza Penagos
 - Recently hired for a new position in East Bay and it presented scheduling conflict. Her employer allowed her to come to one more GPA and one more Full Council.
- Review Exit Interview:
 - Liz Gatewood
 - Committee discussed CM Gatewood's exit interview. Discussed tension around personal attacks and focusing on small issues instead of moving beyond them. Spoke about resignations being sign of problems happening on Council. Providers are dropping out.
 - Co-Chair Siron – Membership will be focusing on trying to improve the dynamics contributing to personal tension on the Council.
 - CM Miller noticed bad patterns of behavior. Spoke to argument in CCA last week followed by 4 people walking out of committee. Becoming a problem and a pattern.
 - CS Molnar acknowledged the conflict during CCA. Actions went against rules of respectful engagement. Both parties have met and resolved issues. Led to people dialoguing with each other. When speaking of emotional pitch of Council, Bill Blum called attention to complexity of ACA roll out. In the past, Council members were even more extreme. Members of public and Council members having open arguments during meetings. The Council has made great strides since then.
 - Co-Chair Siron – Still needs to be deescalated and Membership will assist with this.
 - CM DiCrocco spoke to implementing a respectful mediation training.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

9. Council Member Appointment

- CS Molnar spoke to shift in approach from Mayor and Nicole Wheaton around vetting Council member renewals and applications.
- Nicole Wheaton meets with member/potential member and presents perspective to Mayor.
- New to Planning Council but has been part of approval process for members of other Councils/Commissions.
- Adds additional time to the process but within their pervue to ask for this.
- Co-Chair Siron asked if this violated any part of the Sunshine Ordinance or board of sups.

- CS Molnar – It does not. Nicole Wheaton does this with major commissions and committees. Council is moving more onto Mayor's office radar. This is shift of policy for this Council.
- T.J. Lee – Understand process but would like it to be expedited.
- CM Newell – Not surprised. Seemed in the past, appointments were passed through pretty quickly. Makes sense the Mayor want more information on applicants before signing the certificate.
- CM DiCrocco – Makes complete sense to go through this vetting process.
- CS Molnar shared Nicole Wheaton's invite to members to approach her directly with questions.

10. Full Council Meeting Public Greeter

- CM Lopez nominated herself. Nomination approved.

11. Annual Achievement Award - VOTE

- T.J. Lee spoke to considering 2 awards to be passed out at the Summit.
 - One for leadership, not necessarily on the Council but for work in the HIV/AIDS community. Randy Allgaier leadership award.
 - Second would be a Council Member Citizenship award for someone who demonstrates a great Council member, i.e. John Andrews.
- CM Miller spoke in favor of the first award. Felt skeptical of the second award due to the potential for competition and tension between active Council members.
- Committee echoed CM Miller's sentiments.
- T.J. Lee talked about building leadership on the Council. Helpful to acknowledge that through an award. Not intended to create disparity but rather encourage members to develop. Possibly name it after John Andrews. Doesn't have to be an annual award.
 - CS Molnar questioned the selection process and how Council members would feel given the presence of different leadership roles.
 - T.J. Lee – Even being nominated is an honor.
- CM DiCrocco – Members bring different things to and are active in the community in ways outside of the leadership positions. It is important for the people that put themselves up for leadership roles to want to do so. Wouldn't want people to run for those positions in order to receive an award. Want people to be there because of passion for it.
- CM Ledford requested T.J. Lee draft up an example and bring it to April Committee meeting.
- Committee discussed giving award to ex-council members, not current members for #2.

12. Next Meeting Date & Agenda Items

- The next Membership Committee Meeting is tentatively scheduled for Monday April 14th, 2014 at 25 Van Ness, 3rd floor, Room 330 from 3-5 pm.

13. Adjournment

- The Meeting was adjourned at 5:00pm by Co-Chair Siron.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 14th 2014

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
 2. Review/Approve April 14th 2014 DRAFT Agenda – VOTE Group 3:03
 3. Review/Approve March 10th 2014 DRAFT Minutes – VOTE Group 3:05
 4. Announcements Group 3:07
 5. Public Comment Group 3:10
 6. Demographic Information Update Group 3:15
- The Committee will review the monthly demographic report.*
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:35

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
- Review Prospective Member Application:
 - Norman Tanner
 - Kim Gilgenberg-Castillo
- Review Renewals:
 - Channing Wayne
 - Catherine Newell
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
 - Liz Gatewood

- Review Exit Interview:
 - Maritza Penagos
- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter Group 4:20

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Community Services Update Dave Jordan 4:25

The Committee will be provided an update by the Community Services Manager.

10. Next Meeting Date & Agenda Items Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, May 12th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

Parking Lot:

11. Adjournment Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 14th, 2014

25 Van Ness, 3rd Floor Room 330A

3:00-5:00 pm

Committee Members Present: Brian DiCrocco, Matt Geltmaker, Kenneth Hornby (Co-Chair), T.J. Lee, Catherine Newell, Charles Siron (Co-Chair), Channing Wayne

Committee Members Absent: Mayra Lopez[E], John Pryor[E]

Others Present: John Aynsley [DPH HHS], Celinda Cantu [DPH HHS], Bill Ledford

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:14pm by Co-Chair Kenneth Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve April 14th, 2014 DRAFT Agenda – VOTE

The April 14th, 2014 DRAFT Agenda was reviewed, and approved.

3. Review /Approve March 10th, 2014 DRAFT Minutes – VOTE

The March 10th, 2014 DRAFT Minutes were reviewed, amended and approved.

4. Announcements

- CS Molnar announced:
 - The next PLWH meeting will be this Wednesday, April 15th from 3:00-5:00pm at 25 Van Ness, 3rd floor, room 330A.
 - The next EHB work group, will be Wednesday, April 30th from 3:00-5:00pm at the Foundation Swing space.
 - CS Cone announced that the EHB work group will now meet the last Wednesday of the month.
 - CM Wayne announced that she went to an HIV conference in Washington DC. She will report back in the future.
 - CM Geltmaker discussed jurisdiction changes for HOPWA funds. Marin is no longer grouped with San Francisco and San Mateo. It was inferred that the changes may reallocate more money to San Mateo and San Francisco because Marin may be getting housing funds from the state now, but not sure.
 - Co-Chair Hornby announced his subcommittee on the LTCCC will be making recommendations for the Mayor's office to allocate funds for housing for seniors whose income will change when going from SSDI to SSI.
 - Co-Chair Wayne announced an event "HIV is Not a Crime", June 2nd through 5th. Co-Chair Wayne will forward information, as they are looking for representation and it might be of interest to the council.
 - CS Cone introduced new council staff person, Jennifer Cust.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone provided the demographic update. Results have shifted slightly, as recent departures have been female providers. The council is severely underrepresenting African Americans. The council has 65% positive members, but the high percentage may be due to the fact a number of providers left the council.
- Co-Chair Wayne- knows two African American providers who may be interested in joining the council. They may come to the next full council meeting.
- Co-Chair Wayne may also have a candidate for a youth demographic.
 - CS Molnar- this demographic is not necessarily lacking.
- CS Molnar suggested council will not be actively recruiting members, unless they fit the demographics that need more representation. If someone fills out an application, they will still be considered.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - None.
- Review Prospective Member Application:
 - CS Molnar explained that both of these candidates have been to council meetings.
 - Norman Tanner
 - CS Molnar spoke to the fact that Norman Tanner used to be on the council starting in 2000 for several years.
 - Co-Chair Siron discussed experience with Norman Tanner on the council in the past, and raised attendance as a concern. Co-Chair Siron also expressed a desire to see candidates with more experience.
 - CS Molnar suggested bringing him in for an interview in order to make a decision. He noted that he is HIV+ with council experience and he's both African American and formerly incarcerated, which are demographics that are lacking in the council.
 - CM Lee- agreed that he had council experience and thought it might be worth inviting him to interview.
 - CM Geltmaker suggested that the council could bring him in for an interview and then ask specific questions about regard to council history and attendance.
 - CS Molnar agreed that the council could ask generally about attendance but there is no record for his attendance when he was on the council previously.
 - CM Lee asked if Council Staff can print attendance record and put it in folder to review in the future, if the former councilor decides to reapply and they can review.
 - CM DiCrocco asked if being on an advisory board/committee would constitute a conflict of interest or qualify someone as a provider of services.
 - CS Molnar clarified that advisory boards or committees don't constitute COI's.
 - CM Geltmaker moved to interview applicant. Co-Chair Wayne seconded.
 - VOTE- none opposed, motion passes. Norman Tanner will interview next month.
 - Kim Gilgenberg-Castillo
 - CS Molnar explained that Kim Gilgenberg-Castillo is a provider and would fill a mandated seat.

- CM Geltmaker has met Kim Gilgenberg-Castillo and is impressed with her. He is inclined to move the application forward.
 - **CM DiCrocco moved to interview applicant. CM Geltmaker seconded.**
 - **VOTE- none opposed, motion passes. Kim Gilgenberg-Castillo will interview next month.**
- Review Renewals:
 - CM DiCrocco asked if there could be an online application for the future to help streamline the process and make it easier to give guidance on the questions.
 - CS Molnar suggested CS Cone and CS Jordan talk to Matthew about making this possible.
 - Channing Wayne
 - **CM Geltmaker moved to approve renewal. CM DiCrocco seconded.**
 - **VOTE – None opposed, renewal will go to full council.**
 - Catherine Newell
 - **CM DiCrocco moved to approve renewal. Co-Chair Wayne seconded.**
 - **VOTE – None opposed, renewal will go to full council.**
- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - None.
- Review Exit Interview:
 - Maritza Penagos
 - CM DiCrocco asked about the procedure for exit interview. He asked if it was an in-person interview or just the written interview.
 - CS Molnar- written.
 - CM DiCrocco noted that Maritza spoke of term limits but doesn't think it would be a good idea.
 - CS Molnar clarified that Maritza Penagos was referring to limits for the number of terms council members can serve. She had voiced valuing fresh voices in the mix of the council.
 - CM DiCrocco thought that term limits might hurt the council because of small number of applicants.
 - Co-Chair Siron expressed concern that term limits could prohibit council members from making progress and being more involved and informed.
 - CM Lee discussed pros and cons of term limits. No term limits give historic presence and commitment.
 - Celinda noted that it's actually very rare to not have term limits on a council.
 - Co-Chair Siron suggested that the exit interview topics could be of interest for Steering committee.
 - CS Molnar clarified the last comment had to do with the merge and how council members dealt with it. He clarified that it seemed like Maritza was troubled by the decision the council made.
 - Co-Chair Siron wants to explain that the topic of merging wasn't ignored. The council invited the prevention side to come in and discuss 8 points.

- CM DiCrocco remains opposed to merge, but he does not think he is misinformed or undereducated, but appreciates the discussion the final comment raised.
 - Dismissal Letters to be sent due to attendance requirements:
 - None.
- 8. Full Council Meeting Public Greeter**
- Co-Chair Wayne volunteered to be the Public Greeter at the Full Council meeting.
- 9. Community Service Update**
- CS Jordan noted that CM Lopez did not feel like she was trained properly. Maritza was CM Lopez's mentor. CS Jordan will ask if CM Lopez would want a new mentor. CS Jordan will go through training and possibly modify if necessary.
 - Co-Chair Hornby suggested training all mentors.
 - CS Molnar explained that there are policies in the appendix that we can use as tools for training.
 - CS Jordan is in the process of changing roles and going through training tools. He will reach out to current mentors and mentees to see where training is best suited.
 - CS Jordan explained that Derrick Mapp, who was mentioned at the last meeting, will not be applying.
 - CS Jordan discussed the needs assessment for MSM users of Crystal Meth.
 - CS Jordan is recruiting members for the work group
 - CS Jordan is currently talking to providers who serve this population. After speaking with providers, he thinks session will be well-attended.
 - CS Molnar explained that the first work group meeting will be to look at the survey tool.
 - CS Jordan reviewed evaluations from last full council meeting.
 - CS Jordan explained that some of the complaints were regarding council members not necessarily being familiar with streams of funding etc., and steering the conversation off-topic.
 - CS Molnar explained that training will be a priority but that staff will not police council members. It is up to the facilitator to move meetings along.
 - There was a robust conversation surrounding Co-Chair tactics for facilitating meetings, specifically related to time limits and going off-topic.
 - CM DiCrocco suggested a policy on time limits per topic to make it easier to facilitate.
 - CS Molnar wants to parking lot this issue.
 - CS Jordan pointed out that people really appreciated Celinda's concise presentations.

10. Next Meeting Date & Agenda Items

- Next Membership Committee meeting will be Wednesday, May 12th 2- 4pm at 25 Van Ness, 3rd Floor Room 330A.

11. Adjournment

- The Meeting was adjourned at 5:00 pm by Co-Chair Hornby.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, May 12th 2014

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

2:30 – 4:00 pm

Draft Agenda

1. Introductions Group 2:30
2. Review/Approve May 12th 2014 DRAFT Agenda – VOTE Group 2:33
3. Review/Approve April 14th 2014 DRAFT Minutes – VOTE Group 2:35
4. Announcements Group 2:40
5. Public Comment Group 2:45
6. Demographic Information Update Group 2:50
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:00

The Committee will review the monthly demographic report.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
 - Norman Tanner
- Review Prospective Member Application:
- Review Renewals:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

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- 8. Full Council Meeting Public Greeter** Group 3:30
- The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.*
- 9. Speaker's List** Group 3:35
- The Committee will discuss the appropriate time for individuals on the speaker's list.*
- 10. Community Services Update** Dave Jordan 3:40
- The Committee will be provided an update by the Community Services Manager.*
- 11. Next Meeting Date & Agenda Items** Group 3:55
- The next Membership Committee Meeting is tentatively scheduled for Monday, June 9th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.*
- Parking Lot:
- 12. Adjournment** Group 4:00
-

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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HIV Health Services Planning Council

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MEMBERSHIP COMMITTEE

Monday, May 12th, 2014

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

2:30-4:00 pm

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Committee Members Present: Brian DiCrocco, Matt Geltmaker, Kenneth Hornby (Co-Chair), T.J. Lee, John Pryor, Charles Siron (Co-Chair)

Committee Members Absent: Mayra Lopez [A], Catherine Newell [E], Channing Wayne [A]

Others Present: John Aynsley [DPH HHS], Celinda Cantu [DPH HHS], Bill Ledford, Matthew Miller, Gabriel Ortega, Norman Tanner

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:05 pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve May 12th, 2014 DRAFT Agenda – VOTE

The May 12th, 2014 DRAFT Agenda was reviewed, and approved.

3. Review /Approve April 14th, 2014 DRAFT Minutes – VOTE

The April 14th, 2014 DRAFT Minutes were reviewed, and approved.

4. Announcements

- CS Molnar announced that the Full Council meeting will be May 19th, 4:30-7:30pm.
- John Aynsley announced the Training of Consumers on Quality, which will happen May 20th and 21st in Oakland. Deadline to register was May 9th, but they will be extending.
- CM Ortega announced that the Mayor's Office confirmed that they would be back funding the 2.7 million of Ryan White cuts.
- CM Pryor announced Circle of Healing at the Native American Health Center will be having Hep C rapid testing on May 19th.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone showed demographic report and breakdown. Most notably, the council is under representing African Americans. Total HHSPC membership is 29, which is low for membership. There are 20 HIV+, and 9 HIV-.

7. Council Member Attendance Report/Council Applicants – VOTE

- Letters of Warning to be sent:
 - None.

- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - Norman Tanner
 - The committee conducted an interview of Norman Tanner.
- Review Prospective Member Application:
 - The committee discussed Norman's interview and decided to table discussion until references were checked.
 - CM DiCrocco moved to table approving application until references are checked. CM Lee seconds.
 - VOTE- motion passes. Norman tanner's references will be called and Dave will report back next meeting before the committee votes on application.
 - The committee discussed the pros and cons of calling references before or after the interview process and decided it would be most helpful to have references checked prior to applicant interviewing with CCA.
 - The committee directed staff to have references checked prior to application review.
 - The committee discussed having staff ask pointed questions when checking references.
 - Celinda Cantu suggested asking references about applicant's involvement in community planning.
 - CM Miller suggested how the applicant works with group dynamics.
 - CS Molnar and CS Dave spoke to the importance of asking pointed questions instead of general questions.
 - CM DiCrocco suggested having a formalized set of questions to ask every applicant's references, to avoid targeting applicants and, also to have a formal process for everyone.
 - CS Jordan suggested the formalized questions for references be a parking lot item for the next meeting, due to time running out during the current meeting.
- Review Renewals:
 - None.
 - CS Molnar explained that there were two renewals that were originally planned for this meeting, Ron Hernandez and Gabriel Ortega, but they were postponed until after a meeting with the Mayor's Office. The meeting will help to determine if the council should be renewing based on council appointment date, or Mayor's Office approval date.
 - Co-Chair Siron gave an example to clarify the discrepancy between the two dates. He spoke to the fact that he applied to the council in February, and the Mayor's Office didn't approve until April.
 - CM Ortega suggested he would check the HRSA Primer to see if it mentions when membership should be renewed.
 - CM Lee suggested requesting that the Mayor's Office approval date be closer to council's appointment date.

- CM Pryor noted that he spoke to Nicole Wheaton about the wait time.
- CS Molnar- the practice has been to go by our appointment date. We wait until the mayor's office to vote, but we do allow the people to come to the table.

- Request(s) for Leave of Absence:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council:
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Full Council Meeting Public Greeter

- CM Ortega will be the greeter for the next Full Council Meeting.

9. Speaker's List

- CM DiCrocco opened the conversation to the possibility of having a time limit for each speaker during meetings as a way to keep comments efficient and keep people on topic. He also suggested that other council members might yield their time to another member, if necessary.
- Co-Chair Siron noted that if a policy were to be made, it could be suggested to Steering Committee and then Full Council.
- CM Ortega suggested the comments or questions could be written on a card.
- CM Pryor noted that sometimes speakers are waiting for their turn to speak, and aren't fully engaged in the conversation.
- CM Miller noted that the policy for speaking is already covered in the, "Rules of Engagement" document and that it is a responsibility of the Co-Chairs to make sure the rules are being followed.
- Co-Chair Siron suggested there be a training on facilitation and thought it could be solved without a new policy.
- CM Lee suggested the co-chairs could redirect conversations offline, when they are going off topic, or include an unrelated personal story.
- Co-Chair Siron suggested bringing up the topic to Steering Committee.
- CS Molnar noted that there wouldn't be time for CS Jordan's report back on the training survey, but the #1 result for a desired training, was group facilitation. A policy may not be necessary and a training could help this issue and also be less restrictive. The topic would still be brought up to the Steering Committee.

10. Community Services Update

- CS Jordan will report at the next meeting.

11. Next Meeting Date & Agenda Items

- Next Membership Committee Meeting is scheduled for Monday, June 9th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5pm.

- Parking Lot:
- Formalizing questions to ask references prior to reviewing prospective member's application.

12. Adjournment

- The Meeting was adjourned at 3:53pm by Co-Chair Siron.



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, June 9th 2014
HIV Health Services
25 Van Ness, 3RD Floor Conference Room
3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve June 9th 2014 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve May 12th 2014 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:10
5. Public Comment Group 3:15
6. Demographic Information Update Group 3:20
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:25

The Committee will review the monthly demographic report.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
 - Norman Tanner
 - Kim Gilgenberg-Castillo
- Review Prospective Member Application:
 - Linda Walubengo
 - Joy-Leigh Dela Cruz
- Review Renewals:
- Request for Leave of Absence:
 - Bill Ledford (June-July)
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:

- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter

Group 4:00

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Motions for Consideration – VOTE

Group 4:05

The Committee will review recommendations coming from the CCA Committee regarding a potential merge between the HHSPC and the HPPC.

10. Community Services Update

Dave Jordan 4:45

The Committee will be provided an update by the Community Services Manager.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, July 14th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 9th, 2014

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

3:00-5:00 pm

Committee Members Present: Matt Geltmaker, Kenneth Hornby (Co-Chair), T.J. Lee, Mayra Lopez, Catherine Newell, Charles Siron (Co-Chair), Gabriel Ortega

Committee Members Absent: Brian DiCrocco [E-Proxy: Kenneth Hornby], John Pryor, Channing Wayne

Others Present: John Aynsley [DPH HHS], Celinda Cantu [DPH HHS], Kim Gilgenberg-Castillo, Dean Goodwin [HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:10pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve June 12th, 2014 DRAFT Agenda – VOTE

The June 12th, 2014 DRAFT Agenda was reviewed, and approved.

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3. Review /Approve May 12th, 2014 DRAFT Minutes – VOTE

The May 12th, 2014 DRAFT Minutes were reviewed, and approved.

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4. Announcements

- CS Molnar announced:
 - Full Council Summit is tentatively set for Aug 22nd. This date still has to be approved by Steering Committee.

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5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reported back to the group on demographic information. No changes in membership. There are changes to demographic report because the tracking system wasn't pulling a certain member. The number of positive council members are 20, and 16 non-aligned consumers. 69% people on the council are HIV+
- CS Cone- The largest discrepant demographic in our council VS. the EMA is African Americans.

7. Council Member Attendance Report/Council Applicants – VOTE

- CS Molnar spoke to possibly holding off on bringing on new members unless they fit the two demographics we are lacking: African Americans and providers. There was a new application, but that person didn't fit either of the demographics that are lacking.
 - CM Geltmaker- is that the person listed as perspective?

- CS Molnar- no, they were not included. The applications being considered fit the profile of the demographics that are lacking.
- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - Norman Tanner
 - The committee discussed Norman Tanner's application, interview and reference check.
 - **Vote to approve Norman Tanner's application.**
 - **Vote: Norman Tanner's application is not approved.**
 - Kim Gilgenberg-Castillo:
 - The committee interviewed Kim Gilgenberg-Castillo.
 - Kim Gilgenberg-Castillo discussion:
 - The committee discussed Kim Gilgenberg-Castillo's interview.
 - **Vote to approve Kim Gilgenberg-Castillo's application.**
 - **Vote: Kim Gilgenberg-Castillo's application is approved.**
- Review Prospective Member Application:
 - Linda Walubengo :
 - The committee reviewed Linda Walubengo's application.
 - CM Lee moves to bring Linda Walubengo in for an interview. CM Lopez seconds.
 - **Vote: Motion passes. Linda Walubengo will come in for an interview.**
 - CS Molnar- traditionally we don't bring in candidates in the summer months around Summit. These are special times, because of the possible merge. Do we want to bring her on in June or wait until September?
 - CM Geltmaker- why don't we bring people in to interview around the Summit?
 - CS Molnar- Because of the really packed meetings. A new council member could be overwhelmed by all of the information at this time.
 - CS Jordan- I think she would be ok coming in during the Summit time. I think that this might be one of the last council members we bring on, before the possible merge.
 - Co-Chair Siron- This would set a precedent to bring someone on during the summer months.
 - CS Molnar- There is no policy there, this has just been the decision by Membership Committee.
 - CM Lee- I think we should bring her on, because of the wait time with the Mayor. I think in the past, there was good reason not to do it. But with the circumstances, I think we should just move forward with this.
 - The committee decided to bring Linda Wulebengo in for an interview next month, instead of waiting until after the summit.

- Review Renewals:
 - None.
- Request(s) for Leave of Absence:
 - Bill Ledford (June-July)
 - CM Newell moves to accept Bill Bedford's leave of absence. CM Geltmaker seconded.
 - Vote: Motion Passes. Bill Ledford will be a leave of absence for June and July.
 - CS Molnar- I will bring the policy about proxy votes during a leave of absence to the next council meeting, so we can add a sentence to make it clear.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Full Council Meeting Public Greeter

- Mayra Lopez will be the greeter at the next Full Council Meeting.

9. Motions for Consideration-VOTE

- CS Molnar introduced a series of motions generated by PLWH.
 - CS Molnar explained that the motions were based on points pulled from conversations with people who were initially opposed to the merge. They developed a list of challenges. One of the biggest concern was having less HIV+ members and because of this, the council already passed a motion to have 33 1/3 HIV+ members.
- CS Molnar explained that CCA didn't have quorum, so they are just recommendations. They will have to be moved and seconded to put them on the table.
 - 1. Motion: In the event of a merged council, county representatives from San Mateo and Marin will be allocated one voting seat per county.
- CM Geltmaker- Maybe it should say, "County government representatives".
- CM Newell- It was a little unclear, I was assuming one vote for anyone from San Mateo and anyone from Marin County.
 - CS Molnar- the idea for this was not to affect consumers. The county government seat would just have to determine who they were going to send.
- CM Geltmaker moves: In the event of a merged council, county government representatives from San Mateo and Marin will be allocated one voting seat per county. CM Hornby seconds.

- **Vote: Motion passes, motion will move to next committee.**
- CS Molnar introduced the 2nd Motion: In the event of a merged council, all council leadership positions, including workgroups and committees, must be voted on.
 - CM Molnar explained that this motion came from PLWH's idea that all leadership roles should be voted on.
- **CM Newell moves: In the event of a merged council, all council leadership positions, including workgroups and committees, must be voted on. CM Lee seconded.**
 - **Vote: Motion passed.**
- CS Molnar introduced motion 4a (recommended change from CCA): In the event of a merged council, all council members from HHSPC and HPPC would retain their seat. As members leave the council, or are not renewed, their seats would not be filled until the merged council falls below a maximum of 45 members.
 - CS Molnar explained that the only difference is the phrasing. The group felt the change clarified the language. The motion came from two concerns, one, how big will be council be, and two, who would be deciding who is on the council.
 - Co-Chair Siron noted that there are 23 members of prevention council. With all of the mandated seats and our numbers on both council, it's hard to lower the number. This would retain the experience of both councils
 - CM Lee noted that the prevention council just renewed for two year terms. For the next two years, the only people who would leave would be the planning council.
 - CS Molnar spoke to the fact that the care council has 30 members, and prevention has 23. Although, on a merged council, there wouldn't be a difference between prevention and care.
 - CM Newell spoke to the concern of having inequity with San Mateo, Marin and San Francisco representation, if members start to leave.
 - CS Molnar explained that the current San Mateo and Marin members on each council would automatically be on the merged council.
 - CM Geltmaker inquired about how to deal with the government seats on each council, if there is only room for one from each county on the merged council. If two of the government seats from the prevent side are no longer needed, that would lower the prevention side by two.
 - CS Molnar explained that those seats were not counted in the total number of prevention members.
 - CM Lee- If one of the San Mateo or Marin members leave, will the seat be open until we get down to 45?
 - CS Molnar- whoever leaves will not be replaced until it reaches 45.
 - CM Lee- if we did lose someone from a different county, we would be losing that voice. In some ways the representatives bring back voices from their whole community process.
 - CS Molnar explained that the council would still have the county government seat representative and once the council got below 45, membership would ideally prioritize approving another member from that county.
 -

Cm Lee is moves: In the event of a merged council, all council members from HHSPC and HPPC would retain their seat. As members leave the council, or are not renewed, their seats would not be filled until the merged council falls below a maximum of 45 members.

CM Ortega seconds.

- Vote: Motion passes.

- CS Molnar introduced the motion 3: In the event of a merged council, implementation shall begin Jan 1, 2015.

- CM Lee noted that the date seemed soon.
 - Co-Chair Siron noted that all of the council members are already in their seats.
- CM Lee spoke to the process of creating new policies and procedures.
 - CM Geltmaker spoke to the fact that the motion says implementation, which doesn't necessarily mean a finalized merge at that point. He noted that the CDC grant for prevention starts Jan 1 too.
- CM Lee inquired if there would be a plan prior that date.
 - CS Molnar- a plan has to be approved first.
- Dean Goodwin- I think the key here is working toward implementation. If we vote to move that forward, then we could look at the framework a merge.
- Co-Chair Hornby noted that PLWH have invited prevention to join the discussion, and will continue to do so.
- **CM Lee moves: In the event of a merged council, implementation shall begin Jan 1, 2015.**
 - Vote: Motion passes.

- CS Molnar introduced a merged council flow chart.

- CS Molnar explained that the flow chart is something PLWH will continue to look at and wanted other committees to think about, as well.

- CS Molnar introduced a side by side, scope of work for prevention and planning council.

- Everything highlighted is seen as being done by the whole council, so they wouldn't necessarily be included in a subcommittee.

- CM Newell inquired the comprehensive plan?

- CS Molnar- we are on the last year of the 3rd year.

- CM Newell- this is good timing then, to merge.

- CS Molnar- does anyone have anything to say about this structure?

- Co-Chair Hornby- I think that the PLWH was trying to make it fair.

- Co-Chair Siron- It shows where prevent and care coincide.

- CS Molnar- under a merged council, the committee becomes everybody, which is the major shift. Down the line, I see the prevention and the care committee becoming one and acting as a planning committee.

- CM Ortega- Eventually I think a merged council would work better.

10. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, July 14th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

11. Adjournment

- The Meeting was adjourned at 4:58pm by Co-Chair Siron.



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, July 14th 2014
HIV Health Services
25 Van Ness, 3RD Floor Conference Room
3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve July 14th 2014 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve June 9th 2014 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:10
5. Public Comment Group 3:15
6. Community Services Update Dave Jordan 3:20

The Committee will be provided an update by the Community Services Manager.

7. Motion for Consideration – VOTE Group 3:30

The Committee will review a motion from GPA (originating from the EHB Work Group) regarding resource reallocation in light of Health Care Reform.

8. Demographic Information Update Ali Cone 4:00

The Committee will review the monthly demographic report.

9. Council Member Attendance Report/ Council Applicants – VOTE Group 4:05

- Letters of Warning to be sent:
 - Rachel Matillano
 - Mayra Lopez
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
 - Linda Walubengo
- Review Prospective Member Application:

- Review Renewals:
 - Margaret Baran
 - Ron Hernandez
 - Gabriel Ortega
- Request for Leave of Absence:
- Current Leave(s) of Absence:
 - Bill Ledford (June-July)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

10. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, August 11th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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San Francisco Department of Public Health, AIDS Office
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Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

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HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, July 14th, 2014
HIV Health Services
25 Van Ness, 3rd Floor Conference Room
3:00-5:00 pm

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Committee Members Present: Brian DiCrocco, Matt Geltmaker, Kenneth Hornby (Co-Chair), T.J. Lee, Mayra Lopez, Matthew Miller, Gabriel Ortega, Stacia Sherich, Charles Siron (Co-Chair), Eric Sutter, Channing Wayne,

Committee Members Absent: Ron Hernandez [E-Proxy: Charles Siron], Catherine Newell [E-Proxy: Matt Geltmaker], John Pryor [E-Proxy: Kenneth Hornby]

Others Present: John Anysley [DPH HHS], Dean Goodwin [DPH HHS], Michael Scarce, Linda Walubengo [Larkin Street]

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:08 pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve July 14th, 2014 DRAFT Agenda – VOTE

The July 14th, 2014 DRAFT Agenda was reviewed, and approved.

3. Review /Approve June 9th, 2014 DRAFT Minutes – VOTE

The June 9th, 2014 DRAFT Minutes were reviewed, and approved.

4. Announcements

- CS Molnar announced that the Summit is set for Sept 5th, but the date will be discussed at the next Steering Committee Meeting.
- Co-Chair Hornby announced that he attended two meetings for HIV+ and aging. One idea generated was to work on a permanent place for aging survivors to meet and receive peer counseling. Met with providers to discuss similar topics. We will begin having monthly meetings.
 - Co-chair Siron- recommendations might be going to the Full Council. There was a discussion about designing something like a CoE for this population with wrap-around services. Let's Kick Ass is helping to take this on.
 - CS Molnar- how serious are they considering a CoE for this demographic?
 - Co-Chair Siron- they are just in the phase of discussing and thinking about a proposal.
 - CM Ortega- is there a timeline for this work?
 - Co-Chair Siron- they will be presenting at the Summit.
 - CM Lee suggested a needs assessment may need to be done to help with funding.

5. Public Comment

- None.

6. Community Service Update

- CS Jordan:
 - The committee will be voting on Linda today and Kim was approved last month. Once the voting is finished, orientations can begin.
 - A training survey was sent, to prioritize training topics. Group facilitation was the most popular and will be the first training. Sent out training survey to see where everyone felt was necessary training for everyone.
 - Co-Chair Siron inquired about the purpose of a media training, since council members are not supposed to speak with the media.
 - CS Molnar- the training would address that point.
 - CM Lee inquired if there would be a prioritization and allocation training.
 - CS Jordan- that will be part of the orientation.
 - CS Molnar noted that the training was to help people with the summit, but now each committee is reviewing the prioritization and allocation prior to the summit.
 - CS Jordan noted that the first training will probably take place after the summit.
 - CS Jordan agreed to send out the survey results to the committee.

7. Motions for Consideration – VOTE

- CS Molnar introduced the motion that came from EHB Workgroup when addressing resource recommendations for resource reallocation in the face of ACA and the shift of some dollars from some service categories over to other funding streams.
- CS Molnar- this motion would only be good for this year, but it will certainly be available when looking at what to do with funding the next year. CCA put the service categories back in, after they were removed from PLWH. The final change was some additional language to tighten up the instruction about the percentage of money. They changed the second paragraph to a more standardized phrase, "cost of doing business" to not tie contractors hands with funds.
 - CM Geltmaker inquired as to why the parenthetical service categories were removed in the first place.
 - CS Molnar- it was used to widen up the places where these services were used.
 - CM Ortega inquired about the future of the motion, if it passes.
 - CS Molnar- it will be passed to DPH and DPH will use it when allocating funds.
 - CM Miller spoke in favor of the motion.
- Motion: In the event of additional funds made available due to shifts in funding from Ryan White to other funding streams, those service categories providing Navigation and/or Benefits Counseling (medical case management, non-medical case management, referral for services, psychosocial support and legal services) will be increased up to an additional 25% of their contract amount dedicated specifically to navigation and benefits counseling support. Funds will be used to specifically provide navigation and/or Benefits Counseling support.

Any additional funding remaining after the above will be split proportionally across all service categories to allow for cost of doing business increases.

- VOTE: Motion passes.

8. Demographic Information Update

- CS Cone introduced the demographic report. The council now has 30 members with the addition of Kim Gilgenberg-Castillo. There 53% nonaligned consumers. Our largest discrepancy is African American and we are also still under for Latinos.
 - CM DiCrocco- what report is used to get our EMA numbers.
 - CS Cone- Aries data. When we get our update from Aries, we'll change it.

9. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - Rachel Matillano
 - Mayra Lopez
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - Linda Walubengo
 - The committee discussed Linda Walubengo's application.
 - CM DiCrocco move to approve Linda Walubengo's application. CM Miller seconds.
 - VOTE: Motion passes. Linda Walubengo's application was approved.
- Review Prospective Member Application:
 - None.
- Review Renewals:
 - Margaret Baran
 - Committee discussed CM Baran's renewal application.
 - CM DiCrocco moves to approve CM Baran's renewal. CM Miller seconds.
 - VOTE: Motion passes. CM Baran's renewal is approved.
 - Ron Hernandez
 - Committee discussed CM Hernandez' renewal application.
 - CM Miller moves to approve CM Hernandez renewal. CM DiCrocco seconds.
 - VOTE: Motion passes. CM Hernandez's renewal is approved.
 - Gabriel Ortega
 - The committee discussed CM Ortega's renewal application.
 - CM Miller moves to renew Gabriel Ortega's membership on the Planning Council. CM Sutter seconds.
 - VOTE: Motion does not pass. Gabriel Ortega is not renewed.
- Request(s) for Leave of Absence.
 - Brian DiCrocco (August-September)
 - CM DiCrocco- I will be doing the same job at a different place. I didn't feel comfortable taking time off yet.
 - CM Miller moves to accept Brian DiCrocco's leave of absence. CM Lee seconds.
 - VOTE: Motion approved. Brian DiCrocco will be on leave of absence for August and September.
- Current Leave(s) of Absence:

- Bill Ledford (June-July)
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

10. Full Council Meeting Public Greeter

- CM Miller would like to volunteer to greet. CM Miller will volunteer to be a greeter.

11. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, August 11th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

Parking Lot:

12. Adjournment

- The Meeting was adjourned at 4: 46pm by Co-Chair Siron.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 11th 2014

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve August 11th 2014 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve July 14th 2014 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:10
5. Public Comment Group 3:15
6. Demographic Information Update Ali Cone 3:20
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:25

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
- Review Prospective Member Application:
- Review Renewals:
 - Bruce Ito
 - Mary Lawrence Hicks
 - Gabriel Ortega

- Request for Leave of Absence:
- Current Leave(s) of Absence:
 - Brian DiCrocco (August-September)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
 - Matthew Miller

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- Review Exit Interview:
 - Matthew Miller
- Dismissal Letters to be sent due to attendance requirements:

8. Motions for Consideration – VOTE

Group 4:10

The Committee will consider motions for carry forward allocation and resource allocation.

9. Motions for Consideration – VOTE

Group 4:30

The Committee will consider motions pertaining to a potential merge between the HHSPC and HPPC.

10. Community Services Update

Dave Jordan 4:50

The Committee will be provided an update by the Community Services Manager.

11. Full Council Meeting Public Greeter

Group 4:55

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

12. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, September 8th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

Parking Lot:

13. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 11th, 2014

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

3:00-5:00 pm

Committee Members Present: Matthew Geltmaker, Mary Lawrence Hicks, Kenneth Hornby (Co-Chair), Lee Jewell, Bill Ledford, T.J. Lee, Mayra Lopez, Catherine Newell, John Pryor, Charles Siron (Co-Chair), Chip Supanich,

Committee Members Absent: Gabriel Ortega [E: Proxy- Matt Geltmaker], Stacia Scherich [E: Proxy- Kenneth Hornby], Channing Wayne [E: Proxy- Charles Siron]

Others Present: Celinda Cantu [DPH HHS], Kevin Hutchcroft [DPH HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:03 pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

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2. Review /Approve August 11th, 2014 DRAFT Agenda – VOTE

The August 11th, 2014 DRAFT Agenda was reviewed, and approved.

3. Review /Approve July 14th, 2014 DRAFT Minutes – VOTE

The July 14th, 2014 DRAFT Minutes were reviewed, and approved.

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4. Announcements

- CS Molnar announced that the council needs to fill out HRSA Service Category priority sheet.
- Co-Chair Hornby announced that there was another HIV+ and aging meeting. There are going to be four quarterly meeting. First meeting will be, "Planning for a Future we Never Dreamed of." The meetings will have providers who can do intakes on the spot.

5. Public Comment

- None.

6. Demographic Information update

- CS Cone introduced the demographic report. The left hand section of the EMA numbers were updated, based on the Aries presentation. The report does not include the newest member because the Mayor has yet to approve, but it does take into account the one departure. Largest disparity is still African Americans. Latinos and the younger age demographic are lacking.
 - Celinda Cantu- remember that there is some overlap within the counties of the EMA.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 -

- Letters of Probation to be sent:
 - None.
 - Interview & Discuss Prospective Applicant
 - None.
 - Review Prospective Member Application:
 - None.
 - Review Renewals:
 - Bruce Ito
 - Committee discussed CM Ito's renewal application.
 - CM Jewell moves to approve CM Ito's renewal. CM Lee seconds.
 - VOTE: Motion Passes. CM Ito's renewal is approved.
 - Mary Lawrence Hicks
 - Committee discussed CM Hicks' renewal application.
 - CM Jewell moves to approve CM Hick's renewal. CM Ledford seconds.
 - VOTE: Motion Passes. CM Hick's renewal is approved.
 - Gabriel Ortega
 - The committee discussed CM Ortega's renewal application.
 - CS Molnar- Membership has the final say now. It may be a repeat of the conversation but also the end of the conversation. After this decision it has to go to Full Council.
 - CM Pryor- Steering voted to bring it back to Membership.
 - CM Hicks- At Steering the Membership decision was not upheld. In Steering, the motion to renew Gabriel did not pass, and someone put a motion on the table to bring it back to Membership.
 - CM Ledford moves to not renew Gabriel Ortega's membership. CM Pryor seconds.
 - VOTE: Motion does not pass.
 - CM Lopez- Since the motion did not pass, where does it go?
 - CS Molnar- It is in limbo again.
 - CM Ledford moves to bring Gabriel Ortega's membership decision to Full Council. CM Newell seconds.
 - VOTE: Motion passes. Gabriel Ortega's membership renewal goes to Full Council.
- Request(s) for Leave of Absence.
 - None.
- Current Leave(s) of Absence:
 - Brian DiCrocco (August-September)
- Committee Assignments:
 - None.

- Resignations/Thank You for Service to the Council
 - Matthew Miller
- Review Exit Interview:
 - Matthew Miller
 - CS Molnar introduced Matthew Miller's exit interview.
 - The committee discussed Matthew Miller's exit interview.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Motions for Consideration- VOTE

- CS Molnar introduced the motions for carry-forward and reallocation.
- CS Molnar- DPH brought a proposal on how to use funds, and that's where PLWH decided to allocation funds, according to the first 3 bullet points in the motion. PLWH decided to distribute the rest of the funding to: vouchers, food, emergency financial assistance and hygiene kits. CCA did not make any changes.
- **Carry-Forward Allocation:**
 - Motion: To prioritize the following for carry forward resource allocation:
 - \$295,000-Benefits counseling
 - \$30,000- taxi vouchers
 - \$100,000- Aging Support
 - With the remaining funding to be distributed amongst:
 - Vouchers
 - Food
 - Emergency financial assistance
 - Hygiene Kits.
 - VOTE: Motion passes.
- CS Molnar- this is being treated as one big motion. There is no change to increased funding. The likelihood of getting increased funding is not high. The decreased funding stayed pretty close to the same, but the percentages changed from 5 percent to 10. Motion passed by the EHB workgroup would not interfere with this decreased funding scenario.
- **Decreased Funding:**
 - Motion: In the event of decreased funding, for the first 10% of reductions, allocations for services that are covered under California's essential health benefits package will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionally across all service categories.
- **Flat Funding:**
 - Motion: If funding remains at the current level, service category resource allocation will remain level across all categories.
- **Increased Funding:**
 - Motion: In the event of increased funding, increases will occur proportionately across all service categories.

- VOTE: Motion Passes.

9. Motions for Consideration- VOTE

- CS Molnar introduced the motion for the possible merge committee structure. This was created during PLWH with the help of Richard Bargetto from Prevention. This was to bring together the different mandates from both sides. If there is a merged council, the whole council will be over both positive and negative community. The final framework, both being subject to chance, was to look at the bodies in a more integrated way.
 - CM Lee- inquired about Preventions opinion.
 - CS Molnar- we have had input from some members from prevention, but it will pass to the whole council as well.
 - CM Hicks inquired about exhibit A and B leading to policies and procedures.
 - CS Molnar- Those would be necessary workgroups. Prevention Council have quite a few workgroups that would call under Community Affairs Committee.
 - CM Lee- when does it come up for discussion to prevention?
 - CS Molnar- this is to be determined. The co-chairs are meeting tomorrow.
- Motion: To accept Exhibit A as a transitional framework for a committee structure and exhibit B as a final framework, both being subject to change.
 - VOTE: Motion passes.
- CS Molnar- at PLWH, they decided to put together a straight forward motion. If the last motion passes at Full Council, it gets added to the list.
- Motion: To adopt Model 1 (Time Phased Full Integration) with the following modifications:
 - Vote: Motion passes.

10. Community Service Update

- CS Jordan announced the upcoming training session. The 21st of this Month. There will be a group facilitation training coming up after the Summit.

11. Full Council Meeting Public Greeter

- Co-Chairs of the Membership Committee will be greeters for the meeting.

12. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, Sept 8th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

13. Adjournment

- The Meeting was adjourned at 4:44pm by Co-Chair Siron.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 8th 2014

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve September 8th 2014 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve August 11th 2014 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:10
5. Public Comment Group 3:15
6. Demographic Information Update Ali Cone 3:20
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

The Committee will review the monthly demographic report.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
- Review Prospective Member Application:
- Review Renewals:
- Request for Leave of Absence:
 - Cicily Emerson (July-August)
- Current Leave(s) of Absence:
- Committee Assignments:
 - Kenneth Hornby (to CCA)
 - Bill Ledford (to GPA)
- Resignations/Thank You for Service to the Council:
 - Brian DiCrocco
 - Mayra Lopez

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- Review Exit Interview:
 - Brian DiCrocco
 - Mayra Lopez
- Dismissal Letters to be sent due to attendance requirements:

8. Community Services Update

Dave Jordan 4:30

The Committee will be provided an update by the Community Services Manager.

9. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, October 13th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

Parking Lot:

11. Adjournment

Group 5:00

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Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 8th, 2014

HIV Health Services

25 Van Ness, 5th Floor Conference Room

3:00-5:00 pm

Committee Members Present: Matthew Geltmaker, Kenneth Hornby (Co-Chair), T.J. Lee, Catherine Newell, Charles Siron (Co-Chair),

Committee Members Absent: Channing Wayne [E: Proxy- TJ Lee]

Others Present: Celinda Cantu [DPH HHS],

Support Staff Present: Dave Jordan, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:15 pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve August 11th, 2014 DRAFT Agenda – VOTE

The August 8th, 2014 DRAFT Agenda was reviewed, amended and approved.

- Item 6 removed

3. Review /Approve July 14th, 2014 DRAFT Minutes – VOTE

The July 14th, 2014 DRAFT Minutes were reviewed, and approved.

4. Announcements

- CS Molnar announced that GPA canceled, presentations will be reviewed at Steering.

5. Public Comment

- None.

6. Demographic Information update

- Item removed from agenda.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:

- None

- Letters of Probation to be sent:

- None.

- Interview & Discuss Prospective Applicant

- None.

- Review Prospective Member Application:

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- None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence.
 - Cicily Emerson - approved.
 - Bill Ledford – approved.
 - John Pryor – approved.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - Kenneth Hornby reassigned to CCA.
- Resignations/Thank You for Service to the Council
 - Mayra Lopez.
 - Brian DeCrocco.
- Review Exit Interview:
 - Mayra Lopez
 - The committee discussed Mayra Lopez's exit interview.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Co-Chair Election.

- CM Siron nominated CM Lee, CM Geltmaker seconded.
- CM Lee elected unanimously as CO- Chair.

9. Community Service Update

- CS Jordan reported on the orientation training that took place in August, and outlined plans to hold a Group Facilitation training upcoming in October.

10. Full Council Meeting Public Greeter

- CM Lee will be greeter for the meeting.

11. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, October 20th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

12. Adjournment

- The Meeting was adjourned at 4:15pm by Co-Chair Hornby.

Dear Council Members,

Due to the holiday that falls on our regularly scheduled Membership committee meeting day, we have moved Membership to the following **Monday, October 20th from 2-4 pm** (immediately before Steering).

The meeting will be held at 25 Van Ness, 3rd Floor Room 330A.

5
10/10/14
Thank you,

Ali

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

Direct: 415.674.4751 Fax: 415.674.0373

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 20th 2014

San Francisco AIDS Foundation

1035 Market Street, 3rd Floor Room 3D

2:00 – 4:00 pm

Draft Agenda

1. Introductions Group 2:00
2. Review/Approve October 20th 2014 DRAFT Agenda – VOTE Group 2:03
3. Review/Approve September 8th 2014 DRAFT Minutes – VOTE Group 2:05
4. Announcements Group 2:10
5. Public Comment Group 2:15
6. Demographic Information Update Ali Cone 2:20
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 2:30

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
- Review Prospective Member Application:
- Review Renewals:
 - Billie Cooper
- Request for Leave of Absence:
 - Wade Flores (September-October)
- Current Leave(s) of Absence:
 - Bill Ledford (September-October)
 - John Pryor (September-October)
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
 - Kim Gilgenberg-Castillo

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- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Community Services Update Dave Jordan 2:50

The Committee will be provided an update by the Community Services Manager.

9. Policy & Procedures Update – VOTE Group 3:00

The Committee will review the Council Member Renewal policy.

10. Council Member Recruitment – VOTE Group 3:15

The Committee will review its decision regarding recruitment of new council members.

11. Needs Assessment Conclusions – VOTE Group 3:30

The Committee will continue the Summit discussion regarding conclusions from the 2014 Needs Assessment targeting MSM users of crystal methamphetamine.

12. Full Council Meeting Public Greeter Group 3:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

13. Next Meeting Date & Agenda Items Group 3:55

The next Membership Committee Meeting is tentatively scheduled for Monday, November 10th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

Parking Lot:

14. Adjournment Group 4:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 20th, 2014

HIV Health Services

San Francisco AIDS Foundation

1035 Market Street.

2:00-4:00 pm

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Committee Members Present: Matthew Geltmaker, T.J. Lee (Co-Chair), John Pryor, Charles Siron (Co-Chair),

Committee Members Absent: Catherine Newell [A], Channing Wayne [E: Proxy- TJ Lee]

Others Present: Celinda Cantu [DPH HHS], Kevin Hutchcroft [DPH HHS], Beth Neary [DPH HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:15 pm by Co-Chair Hornby. Everyone introduced themselves and quorum was established.

2. Review /Approve October 20th, 2014 DRAFT Agenda – VOTE

The Oct 20th, 2014 DRAFT Agenda was reviewed, and approved.

3. Review /Approve Sept 8th, 2014 DRAFT Minutes – VOTE

The Sept 8th, 2014 DRAFT Minutes were reviewed, and approved.

4. Announcements

- CS Jordan announced that the group facilitation training will be taking place next month, Nov 18th. It will be at the SFAF, room 3C at 10:00am.
- CM Pryor announced that the Native American Health Center is having another Circle of Healing and is now accepting new clients.
- Celinda Cantu- introduced Beth Neary, new System Analyst at HHS.

5. Public Comment

- None.

6. Demographic Information update

- CS Cone introduced the demographic report. The Council is significantly low with African American and Latino representation. The council is also missing representation from the 0-24 age and is underrepresenting the 25-44 age group. The current number of council members is 25.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None
- Letters of Probation to be sent:
 - None.





HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, October 20th, 2014

HIV Health Services

San Francisco AIDS Foundation

1035 Market Street.

2:00-4:00 pm

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3. Review /Approve Sept 8th, 2014 DRAFT Minutes – VOTE

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4. Announcements

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7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None
- Letters of Probation to be sent:
 - None.

- Interview & Discuss Prospective Applicant
 - None.
- Review Prospective Member Application:
 - None.
- Review Renewals:
 - Ms. Billie Cooper
 - Co-Chair Lee introduced the application.
 - The council discussed CM cooper's renewal.
 - CM Geltmaker highlighted the need for consistent standards when approving renewals.
 - CM Wayne moves to renew Ms. Billie Cooper. CM Geltmaker seconds.
 - VOTE: Motion passes. Ms. Billie Cooper is renewed. See attached: row [1] for vote breakdown.
- Request(s) for Leave of Absence.
 - Wade Flores (Sept- Oct)
 - CS Cone noted that the LoA was retroactive, and he'll be returning to the Full Council meeting next week.
 - Co-chair Siron moved to approve LoA for CM Flores. CM Geltmaker seconds.
 - Vote: Motion passes. CM Flores's LoA is approved. See attached: row [2] for vote breakdown.
- Current Leave(s) of Absence:
 - Bill Ledford (Sept- Oct)
- Committee Assignments:
 - Kenneth Hornby reassigned to CCA.
- Resignations/Thank You for Service to the Council
 - Kim Gilgenberg-Castillo.
 - Co-Chair Lee announced that they will send a Thank you letter.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Community Service Update

- CS Jordan announced that the facilitator for the upcoming training is now not available Nov 18th. All council members please respond to doodle to reschedule.
 - CS Molnar- the priority is the committee Co-Chairs and new Council Co-Chair.
- CS Jordan updated the council on the upcoming COLA. He is still having trouble getting the ok from EL/LA.

- o CS Molnar noted that if EL/LA doesn't confirm shortly, maybe the council could move to the next COLA target and go back to transgender Latina women for the next one.

9. Policy & Procedures Update- VOTE

- CS Molnar introduced the current Membership Renewal policy. The Co-Chairs wanted to visit the policy, as there is currently no specific policy in place when council members are not renewed. Because the last non-renewal bounced around from committee to committee, and then Full Council, there was a request to set a policy so that wouldn't happen next time.
- CM Poyer inquired about the previous non-renewal and why it went to from Membership, to Steering to Membership again.
 - o CS Molnar- the Steering Committee decided to not uphold the membership decision, but they didn't vote to renew, and it had to go somewhere to be determined.
- CM Geltmaker noted that the #3 in the Membership Renewals Policy speaks to the Membership Committee's recommendation going to Full Council, regardless of if its recommendation to renew or not renew. He also spoke in favor of having the Membership decision go to Full Council, as he didn't feel comfortable having the small Membership Committee be the final say.
 - o CM Wayne- I think it should just go to Full Council and Full Council makes the final decision. I don't see where steering helped in the decision.
- Co-Chair Lee spoke to the push back from Full Council and the desire to have the membership decision vetted before it comes to Full Council. He spoke in favor of Membership making the renewal decision to be approved by Steering and then added to the Full Council agenda, only if needed.
- Co-Chair Siron reminded the council that anything can be added to the council agenda, if it is brought to Steering.
- Co-Chair Lee spoke about the importance of having more even numbers for committees.
- CS Molnar spoke to some options the council had. Membership could renew or not renew and the item could go to Full Council, or, keep the current policy and add a fourth line to clarify that Membership Committee has final authority over non-renewals.
- Celinda Cantu- I'm more in agreement with CM Geltmaker. It doesn't need to say non-renewals or not. Recommendation, regardless of what it is, needs to go to Full Council. I think it goes to Steering just to approve it on the agenda. For non-renewal, it's the same. All recommendations, regardless goes to the Full Council.
 - o CS Molnar- it might be good to specific non-renewal.
- Co-Chair Lee spoke to the fact that the Council didn't feel comfortable making the Membership decision without being present for all of the discussions throughout the committees.
- Co-Chair Siron- Membership is the body of the Council that should decide on membership. If the renewal is not recommended, it stops there and is brought to Full Council.
- CS Jordan spoke to the need of process clarification. Part of the problem with the last non-renewal was that it was not approved at Membership, and then the decision was no approved by Steering, but Steering did not vote to renew either.
- CS Molnar- there was a lot that was said about the candidate that made people uncomfortable. There's two school of thought- decisions like membership should be discussed in the largest group of people, another thought is that the membership should be brought to a smaller group, because it's uncomfortable.
- CM Geltmaker- I agree that people were uncomfortable. It's my responsibility as a council member is to know the members and know how they interact in the meetings. The vote should be based on your own personal experience.

- CM Geltmaker moved: Membership Committee's motions for renewal or nonrenewal will be brought to the next council meeting for discussion and vote. In the case no motion passes Membership, the item is added directly to the agenda of the Full Council, as motion to renew. If the motion to renew does not pass, the member is not renewed. CM Wayne seconds.
 - VOTE: Motion passes.
- CM Geltmaker- does the vote have to be 2/3 pass or just more than 50%.
 - Co-Chair Siron- its 2/3.
- CM Pryor spoke to the policy being too complicated.
- Co-Chair Siron- it's a policy and procedure change, so it will be go Steering.

10. Council Member Recruitment- VOTE

- CS Molnar spoke to Membership deciding to temporarily halt the recruitment of new council members, in the anticipation of a merge, with the understanding that the council wanted to slowly move the body down to a certain number. Two exceptions were the two providers who were approved. After that recruitment, membership halted. Some members asked for this item to be added to the agenda, as we have lost some council members and are lacking in many demographic categories.
- CM Geltmaker- when we halted recruitment, what does that mean?
 - CS Molnar- when people would apply, we told them to wait until the merge.
- The council spoke about lack of African American, Latino and young council members.
- CS Jordan- the motion would have to go through different committees.
- CM Wayne spoke in favor to targeted recruitment to just underrepresented demographics.
- CM Pryor- I would like to direct staff to open recruitment to African American, Latino and Youth council members.
 - CS Molnar- anyone who fits those demographic? Or just consumers?
 - CM Pryor- anyone who fits those demographics.
- Celinda Cantu- noted that the recruitment might be happening during the merge and that may affect the process with the Mayor's office.
- CS Cone- Would all prevention members would also need to be approved?
 - Celinda Cantu- I don't think so.
- CM Geltmaker noted that it should be good faith on both sides that whatever membership approval process shouldn't be halted when the committees merge.

11. Needs Assessment Conclusions- VOTE

- CS Molnar introduced the conclusions from the last Needs assessment, MSM who currently use or who have formally used, crystal meth. At the Summit we went through a list of conclusions that could be discussed with the council:
 - A need for HIV-specific substance use programs
 - A need for navigation through the shifting benefits landscape.
 - A need for a new resource guide
 - A need for linkage between substance use and mental health programs
 - The need for more housing
 - A need for nutritional supplements (e.g. Ensure, Boost)
- The topic of substance use will be brought back after the council hears back about how ACA funds substance use programs. The second conclusion about navigation will be tackled by the Health Reform Task Force. The third recommendation about a resource guide is being put together by DPH. The fourth about mental health and substance use, will also be brought back after ACA funding is

Page 4 of 5

clear. The 5th conclusion on housing will be talked about when the committees discuss housing next month. The last conclusion about nutritional supplements could be something the council recommends for carry-forward allocation.

12. Full Council Meeting Public Greeter

- CM Geltmaker will be greeter for the meeting.

13. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, November 10th 2014, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

14. Adjournment

- The Meeting was adjourned at 3:26pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

October 20, 2014

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	P	Y	Y	Y							
2. T.J. Lee (Co-Chair)	P	Y	Y	Y							
3. Catherine Newell	A	-	-	-							
4. John Pryor	P	Y	Y	Y							
5. Charles Siron (Co-Chair)	P	Y	Y	N							
6. Channing Wayne	P	Y	Y	Y							
Ms. Billie Cooper	P	Y	-	-							
1.											
2.											
3.											
Ayes		6	6	4							
Nayes				1							



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 10th 2014

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve November 10th 2014 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve October 20th 2014 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:10
5. Public Comment Group 3:15
6. Demographic Information Update Ali Cone 3:20
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant:
 - Juan Jae Mendoza
- Review Prospective Member Application:
- Review Renewals:
 - Chip Supanich
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
 - Kim Gilgenberg-Castillo

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- Dismissal Letters to be sent due to attendance requirements:

8. Community Services Update

Dave Jordan 4:10

The Committee will be provided an update by the Community Services Manager. The Committee will also discuss potential recruitment efforts.

9. Holiday Social

TJ Lee 4:35

The Committee will determine if it will have a Council Social in December.

10. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

11. Next Meeting Date & Agenda Items

Group 4:55

The Membership Committee will determine its next meeting date.

Parking Lot:

12. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 10th, 2014

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

2:30-4:00 pm

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Committee Members Present: Matthew Geltmaker, T.J. Lee (Co-Chair), Catherine Newell

Committee Members Absent: John Pryor [E- Proxy: Matthew Geltmaker], Charles Siron [E- Proxy: T.J. Lee], Channing Wayne

Others Present: Dean Goodwin [DPH HHS], Beth Neary [DPH HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:02 pm by Co-Chair Lee. Everyone introduced themselves and quorum was established.

2. Review /Approve November 10th, 2014 DRAFT Agenda – VOTE

The Nov 10th, 2014 DRAFT Agenda was reviewed, and approved.

3. Review /Approve Oct 20th, 2014 DRAFT Minutes – VOTE

The Oct 20th, 2014 DRAFT Minutes were reviewed, and approved.

4. Announcements

- CS Molnar announced that GPA has been moved to next Monday from 2:00pm to 4:00pm
- CM Newell announced the Worlds AIDS Day event at SFSU.

5. Public Comment

- None.

6. Demographic Information update

- CS Cone introduced the demographic report. The report has not changed from last month. The Council is significantly low with African American and Latino representation. The council is also missing representation from the 0-24 age and is underrepresenting the 25-44 age group. The current number of council members is 25.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - Juan Jae Mendoza
 - The committee reviewed the application

- CS Molnar noted that the applicant fills the three demographics that the council is specifically targeting.
 - CS Jordan spoke about Juan Jae Mendoza's references.
 - CM Newell noted that the applicant applied previously and she inquired as to why he was approved before.
 - CS Molnar- he withdrew.
 - Co-Chair Lee suggested inviting him to go to a Full Council meeting before he is approved for an interview.
 - CM Newell moved to accept Juan's application and invite him for an interview, pending his attendance of a Full Council Meeting. CM Geltmaker seconds.
 - Vote: Motion passes. See attached: row [1] for vote breakdown.
- Review Prospective Member Application:
 - None.
- Review Renewals:
 - Chip Supanich
 - Co-Chair Lee introduced the application.
 - The council discussed Co-Chair Supanich's renewal.
 - CM Geltmaker spoke in favor of renewing Co-Chair Supanich
 - CM Geltmaker highlighted the need for consistent standards when approving renewals.
- CM Geltmaker moves to renew Co-Chair Supanich's application. CM Newell seconds.
 - VOTE: Motion passes. Co-Chair Supanich is renewed. See attached: row [2] for vote breakdown.
- Request(s) for Leave of Absence.
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - Kim Gilgenberg-Castillo
 - The committee reviewed the exit interview.
 - CM Newell noted the portion about the renewal process needed to be reviewed.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Community Service Update

Page 2 of 3

- CS Jordan reminded the committee about the facilitation training, scheduled for November 20th at 10:00am at the Foundation room 3c.
- CS Molnar invited the rest of staff to attend.
- CS Jordan spoke about recruitment and asked the committee for referrals.

9. Holiday Social

- Co-Chair Lee spoke about the Holiday Social and asked about interest.
- CS Cone suggested sending out an email to see how many people might be able to make it.
- The committee decided to send out an email to see who could attend the social, tentatively set for the second Monday in December and see if 12 people can attend.

10. Full Council Meeting Public Greeter

- CM Newell will be the greeter for the next meeting.

11. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, January 12th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

12. Adjournment

- The Meeting was adjourned at 3:43pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

November 10, 2014

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	P	Y	Y						
2. T.J. Lee (Co-Chair)	P	Y	Y						
3. Catherine Newell	P	Y	Y						
4. John Pryor [E-Proxy: Matt Geltmaker]	E	Y	Y						
5. Charles Siron [E-Proxy: T.J. Lee]	E	Y	Y						
6. Channing Wayne	E	-	-						
[REDACTED]									
Ayes		5	5						
Nayes									



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 12th 2015

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve January 12th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve November 10th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Group 3:15

The Committee will review the monthly demographic report.

7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30
 - Letters of Warning to be sent:
 - Margot Antonetty
 - Letters of Probation to be sent:
 - Interview/Discuss Prospective Applicant
 - Review Prospective Member Application
 - Review Renewals:
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - Committee Assignments:
 - Resignations/Thank You for Service to the Council:
 - Review Exit Interview:
 - Dismissal Letters to be sent due to attendance requirements:

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- 8. Council Member Appointment** Group 4:00
- The Committee will be provided an update on appointments to the Council.*
- 9. Full Council Meeting Public Greeter** Group 4:10
- The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.*
- 10. Training Update** Group 4:20
- The Committee will discuss the recent facilitation training and review potential training topics.*
- 11. Next Meeting Date & Agenda Items** Group 4:55
- The next Membership Committee Meeting is tentatively scheduled for Monday, February 9th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.*
- Parking Lot:
- 12. Adjournment** Group 5:00
-

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 12th, 2015

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

2:30-4:00 pm



Committee Members Present: T.J. Lee (Co-Chair), John Pryor, Charles Siron (Co-Chair), Channing-Celeste Wayne

Committee Members Absent: Matthew Geltmaker [A], Catherine Newell [E]

Others Present: Beth Neary [DPH HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

Minutes

1. Introductions

The meeting was called to order at 3:09 pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve January 12th, 2015 DRAFT Agenda – VOTE

The Jan 12th, 2015 DRAFT Agenda was reviewed, and approved.

3. Review /Approve November 10th, 2014 DRAFT Minutes – VOTE

The Nov 10th, 2014 DRAFT Minutes were reviewed, and approved.

4. Announcements

- CS Molnar announced:
 - Jae, the most recent prospective member has not attended a Full Council meeting, so will not be interviewed today.
 - Members of HAPN met with the Mayor's office and they were told that the Mayor's Office is committed to back filling any cuts.
 - CCA discussed the target of the Needs Assessment. After some discussion, they chose API. The committee also voted to discuss the possibility of reconvening the HIV and aging workgroup. To be compliant with the HRSA 3 year plan, the Council will be holding another Needs Assessment to target African Americans.
- CM Pryor announced that the Native American Health Center is accepting new patients.

5. Public Comment

- None.

6. Council Member Appointment

- CS Molnar announced that Linda Walubengo was approved by the Mayor's office. She has chosen CCA to be her home committee.
- CS Molnar- because the transition team will be made up of the co-chairs from each committee, committee restructuring won't happen until after the transition team is finished.

7. Demographic Information Update.

- CS Cone announced that the only change to the demographics report is the addition of new council member Linda Walubengo. There is now 26 council members. There is still a disparity with representation from African Americans, Latinos and Youth.
- CS Jordan reminded the council that recruitment is still open for the demographics that are lacking.

8. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - Margot Antonetty
- **The committee voted to approve the letter for Margot Antonetty.**
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - None.
- Review Prospective Member Application:
 - None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence.
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

9. Full Council Meeting Public Greeter

- John Pryor will be the public greeter at the next full council meeting.

10. Training Update

- CS Jordan updated the committee on the facilitation training and spoke about the possibility of having the staff facilitate the next meeting.

- Co-Chair Lee suggested that having an outside facilitator could bring a different energy instead of having staff run the training.
 - Co-Chair Lee suggested that the facilitator take a look at council facilitation issues prior to the training.
- CS Jordan reported that the next training that was ranked on the survey was “mentoring responsibilities and boundaries”. He asked if the committee wanted to continue with the previous survey or complete a new one. He suggested that some of the topics could be folded into one training.
 - The committee thought that “Mentoring responsibilities and boundaries” would be a good topic for the next training.
 - CS Jordan reported the ranking of the survey training topics: Media, Cultural humility, group dynamics and the rules of respectful engagement, Roberts’s rules, and historical overview.
 - Co-Chair Lee suggested holding a brief media training at a Full Council Meeting.
 - CS Molnar- he can add that to the next Full Council Meeting. How you represent yourself as a council member is important.
 - CS Molnar- It sounds like there are two realistic trainings, Roberts Rules and cultural humility/ competency.
 - Co-Chair Lee asked if there was a contract requirement to do a cultural humility training.
 - CS Molnar- it's not in the contract but it is a mandate to practice cultural competency.
 - CM Pryor- I think that cultural humility training is important, especially when looking at cultural disparities on the council.
 - CS Molnar- we could have another shorter cultural humility training at a Full Council Meeting. The staff will have a discussion about how to move forward with that.
- Co-Chair Lee inquired if there would still be a training on Roberts Rules.
 - CS Molnar- the council decided to not include that, but this committee could add it back to the agenda, if they find it important.
 - Co-Chair Siron asked if the committee thought Roberts Rules was important to have a training on. He thought maybe Roberts Rules could be combined into Mentoring and boundaries.
 - CS Molnar- Didn't think those topics could be added together.
 - The committee decided to add Roberts Rules back to a council agenda.

11. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, February 9th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

12. Adjournment

- The Meeting was adjourned at 3:58 pm by Co-Chair Siron.



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 9th 2015

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve February 9th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve January 12th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
- Review Prospective Member Application
- Review Renewals:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Committee and Committee Co-Chair Extension – VOTE

Group 4:00

The Committee will continue the discussion started at Steering Committee regarding the potential of extending council member committee assignments and committee co-chair terms.

9. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, March 9th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

11. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 9th, 2015

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

2:30-4:00 pm

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Committee Members Present: Matthew Geltmaker, T.J. Lee (Co-Chair), Catherine Newell, Charles Siron (Co-Chair)

Committee Members Absent: John Pryor [E], Channing-Celeste Wayne [E]

Others Present: Beth Neary [DPH HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan

Draft Minutes

1. Introductions

The meeting was called to order at 3:02 pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve February 9th, 2015 DRAFT Agenda – VOTE

The Feb 9th, 2015 DRAFT Agenda was reviewed, and approved.

3. Review /Approve Jan 12th, 2014 DRAFT Minutes – VOTE

The Jan 12th, 2014 DRAFT Minutes were reviewed, amended and approved.

4. Announcements

- CS Cone announced upcoming meetings:
 - Tuesday the Feb, 17th is the HIV Health Reform Task Force from 3:00-5:00 at the Foundation
 - Wednesday Feb 18th is PLWH advocacy group is at 25 Van Ness, 3rd Floor from 3:00-5:00
 - Thursday Feb 19th is Steering, from 4:00-6:00 at the POH Conference room.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reported that there has been no changes to the demographic report. There is still underrepresentation with African Americans and Latinos and youth.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant

- None.
- Review Prospective Member Application:
 - None.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence.
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Committee and Committee Co-Chair Extensions- VOTE

- CS Cone introduced the idea of extending the committee co-chairs terms, an idea that came from T.J. Lee, as a way to keep the committee co-chairs the same during the Transition Team.
 - CM Geltmaker- doesn't the Transition Team include Co-Chairs of the Full Council?
 - Co-Chair Lee- yes, but they work of the transition team will be done by the time the co-chairs are re-elected.
 - CM Newell inquired about at-large Members at steering.
 - CS Cone- those are renewed every 2 years.\
- Co-Chair Lee moved to extend committee co-chairs terms and committee assignments through the end of January, 31st 2016 in order to maintain continuity throughout the merge process. If the transition is still in process at the beginning of 2016, Membership will revisit the issue. CM Geltmaker seconded.
 - VOTE: Motion Passes. See attached: Row [1] for vote breakdown.

9. Full Council Meeting Public Greeter

- Co-Chair Siron will be the greeter at the next Full Council Meeting.

10. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, March 9th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

11. Adjournment

- The Meeting was adjourned at 3:23pm by Co-Chair Siron.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

February 9, 2015

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	P	Y							
2. T.J. Lee (Co-Chair)	P	Y							
3. Catherine Newell	P	Y							
4. John Pryor	E	-							
5. Charles Siron	P	Y							
6. Channing- Celeste Wayne	E	-							
									
Ayes		4							
Nayes									



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 9th 2015

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve March 9th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve February 9th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
- Review Prospective Member Application
- Review Renewals:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
 - Bill Ledford
 - John Pryor
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:

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- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter**Group 4:50**

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Next Meeting Date & Agenda Items**Group 4:55**

The next Membership Committee Meeting is tentatively scheduled for Monday, April 13th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

10. Adjournment**Group 5:00**

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Hi everyone,

Due to a very short agenda for this month's meeting, the Co-Chairs have decided to **CANCEL** today's Membership meeting.

My apologies for the late notice and any inconvenience. Please feel free to contact me if you have any questions.

Thank you,

Ali

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

Direct: 415.674.4751 Fax: 415.674.0373

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 13th 2015

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve April 13th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve February 9th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30
 - Letters of Warning to be sent:
 - Letters of Probation to be sent:
 - Interview/Discuss Prospective Applicant
 - Review Prospective Member Application
 - Review Renewals:
 - Matt Geltmaker
 - Stacia Scherich
 - Carol Hudson
 - Request for Leave of Absence:
 - Kenneth Hornby (March-April)
 - John Pryor (March-April)
 - Rachel Lozado (April-May)
 - Current Leave(s) of Absence:
 - Committee Assignments:

- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, May 11th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

10. Adjournment

Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rdh floor, San Francisco, CA 94102

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 13th, 2015

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

3:00-5:00 pm

Committee Members Present: T.J. Lee (Co-Chair), Charles Siron (Co-Chair)

Committee Members Absent: John Pryor [E], Channing-Celeste Wayne [E]

Others Present: Beth Neary [DPH HHS]

Support Staff Present: Jennifer Cust, Dave Jordan

Draft Minutes

5
4/15
FF
1. **Introductions**

The meeting was called to order at 3:02 pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. **Review /Approve April 13th, 2015 DRAFT Agenda – VOTE**

The April 13th, 2015 DRAFT Agenda was reviewed, and approved.

3. **Review /Approve February 9th, 2015 DRAFT Minutes – VOTE**

The Feb 9th, 2015 DRAFT Minutes were reviewed, amended and approved.

4. **Announcements**

- None.

5. **Public Comment**

- None.

6. **Demographic Information Update**

- CS Cust gave the demographic report back. Nothing has changed since last month. There are 26 members on the Council. The Council is still underrepresenting African Americans, Latinos and youth.

7. **Council Member Attendance Report/ Council Applicants- VOTE**

- Letters of Warning to be sent:
 - None.

- Letters of Probation to be sent:
 - None.

- Interview & Discuss Prospective Applicant
 - None.

- Review Prospective Member Application:

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- None.
- Review Renewals:
 - Matt Geltmaker
 - The committee reviewed the application and discussed the renewal.
 - Co-Chair Lee moved to approve the renewal of Matt Geltmaker. Co-Chair Siron seconded.
 - Vote: Motion passes.
 - Stacia Scherich
 - Carol Hudson
- Request(s) for Leave of Absence.
 - Kenneth Hornby (March-April)
 - Co-Chair Siron moved to approve the leave of absence for CM Hornby. Co-Chair Lee seconded.
 - Vote: Motion passes. CM Hornby is approved for a LoA. See attached: row [1] for vote breakdown.
 - John Pryor (March- April)
 - Co-Chair Siron moved to approve the leave of absence for CM Pryor. Co-Chair Lee seconded.
 - Vote: Motion passes. CM Pryor is approved for a LoA. See attached: row [2] for vote breakdown.
 - Rachel Lozado (April- May)
 - Co-Chair Siron moved to approve the leave of absences. Co-Chair Lee seconded.
 - Vote: motion passes. CM Lozado is approved for a LoA. See attached: row [3] for vote breakdown.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Full Council Meeting Public Greeter

- Matthew Geltmaker will be the public greeter for the meeting.

9. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, May 11th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

10. Adjournment

- The Meeting was adjourned at 3:23pm by Co-Chair Siron.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

April 13, 2015

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	E	-	-	-					
2. T.J. Lee (Co-Chair)	P	Y	Y	Y					
3. Catherine Newell	E	-	-	-					
4. John Pryor	A	-	-	-					
5. Charles Siron	P	Y	Y	Y					
6. Channing- Celeste Wayne	E	-	-	-					
Ayes		2	2	2					
Nayes									



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, May 11th 2015

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve May 11th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve April 13th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30
 - Letters of Warning to be sent:
 - Stacia Scherich
 - Cicily Emerson
 - Letters of Probation to be sent:
 - Interview/Discuss Prospective Applicant
 - Review Prospective Member Application
 - Review Renewals:
 - Stacia Scherich
 - Carol Hudson
 - Rachel Lozado
 - Cicily Emerson
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - Committee Assignments:

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- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Membership Application – VOTE

Group 4:20

The Committee will review a suggested update to the Membership Application.

9. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, May 11th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

11. Adjournment

Group 5:00

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San Francisca Department of Public Health, AIDS Office
 25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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*Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.
Agendas are available on the Internet at <http://www.sfcorecouncil.org>*

Hi everyone,

Hi everyone,

Please note that today's Membership Committee Meeting has been CANCELLED.

Apologies for the late notice- please let me know if you have any questions.

1/15
Cancelled Thank you,

Ali

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

Direct: 415.674.4751 Fax: 415.674.0373

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 8th 2015

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve June 8th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve May 11th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
- Review Prospective Member Application
- Review Renewals:
 - Stacia Scherich
 - Carol Hudson
 - Rachel Lozado
 - Cicily Emerson
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:

- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Membership Application – VOTE

Group 4:00

The Committee will review a suggested update to the Membership Application.

9. Resource Allocation – VOTE

Group 4:20

The Committee will review a recommendation from the Consumer & Community Affairs Committee regarding allocation of resources made available from the transition of RWPA resources to new funding sources.

10. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

11. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, July 13th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

12. Adjournment

Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, June 8th 2015

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

3:00-5:00 pm

Committee Members Present: Matthew Geltmaker, T.J. Lee (Co-Chair),

Committee Members Absent: Catherine Newell [E], John Pryor [A], Charles Siron [E], Chaning-Celeste Wayne [E]

Others Present: Celinda Cantu [HHS], Beth Neary [HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:09 pm by Co-Chair Lee. Everyone introduced themselves and quorum was established.

2. Review /Approve June 8th, 2015 DRAFT Agenda – VOTE

The June 8th, 2015 DRAFT Agenda was reviewed, and recommended.

3. Review /Approve April 13th, 2015 DRAFT Minutes – VOTE

The April 13th, 2015 DRAFT Minutes were reviewed, amended and recommended.

4. Announcements

- None.

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5. Public Comment

- None.

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6. Demographic Information Update

- CS Cone gave the demographic report back. Nothing has changed since last month. There are 26 members on the Council. The Council is still underrepresenting African Americans, Latinos and youth.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - None.
- Review Prospective Member Application:

- None.
- Review Renewals:
 - Carol Hudson
 - The committee reviewed the application and discussed the renewal.
 - **Co-Chair Lee moved to recommended that Steering approve the renewal of Carol Hudson. CM Geltmaker seconded.**
 - **Vote: Motion passes. See attached: row [1] for vote breakdown.**
 - Celinda Cantu noted that CM Hudson checked multiple ethnicities so she could be counted under the mixed race demographic.
 - Rachel Lozado
 - The committee reviewed the application and discussed the renewal.
 - **Co-Chair Lee moved to recommended that Steering approve the renewal of Rachel Lozado. CM Geltmaker seconded.**
 - **Vote: Motion passes. See attached: row [2] for vote breakdown.**
 - Cicily Emerson
 - The committee reviewed the application and discussed the renewal.
 - **CM Geltmaker moved to recommended that Steering approve the renewal of Cicily Emerson. Co-Chair Lee seconded.**
 - **Vote: Motion passes. See attached: row [3] for vote breakdown.**
- Request(s) for Leave of Absence.
 - Rachel Lozado (June- July)
 - Co-Chair Lee moved to recommended to approve the leave of absences. CM Geltmaker seconded.**
 - **Vote: motion passes. See attached: row [4] for vote breakdown.**
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Membership Application- VOTE

- CS Molnar introduced the membership application with the new statement by DPH. The new statement reads, "Please note that applicants are not obligated to share responses to any of the

following questions. However, if information is disclosed, please also note that this application is part of public record and can be requested via FOI or Sunshine."

- CM Geltmaker recommended that Steering approve the addition of the change to the Membership Application, with the change of, spelling out FOI and Sunshine Ordinance. Co-Chair Lee seconded.
 - VOTE: motion passes. See attached: row [5] for vote breakdown.

9. Resource Allocation- VOTE

- CS Molnar introduced the recommendations coming from PLWH and CCA, for resource allocation for the possible savings of funds with the transition of some services from Ryan White to ACA. These recommendations are coming from various comments from Council Members or stakeholders throughout the year. The CODB comes from the tension of General Funded service providers receiving a CODB the past few years, but the RW services not receiving anything. The navigation training for providers is coming from the FOG meeting.
 - Co-Chair Lee inquired about where the co-pay would fit in the service category.
 - CS Molnar- per DPH it could fall under one of two categories, a specific cost-share category, or emergency financial assistance. It would be difficult to have to RFP to a new category though.
 - Co-Chair Lee- would the funds for co-pay go to clients on top of what they already receive?
 - CS Molnar- that's the assumption.
 - CM Geltmaker noted that the motion was broad, the proportional increase could be anything.
 - CS Molnar- because they're bullet points, they'll require additional conversations.
 - CM Geltmaker- in the past we've put limitations on how to allocate the funds.
 - Co-Chair Lee noted that he would like to see food moved up. Food is always a big issue every year.
 - CS Molnar- there was discussion around that. There is a need, based on the presentation. The PLWH members didn't necessarily think that adding more money would change eligibility criteria and wouldn't add more clients.
 - CM Geltmaker- there are a lot of service categories that have needs, if we add more to the top tier, it might be diluted.
- Co-Chair Lee moved to recommend:

In the event of additional funds made available due to shifts in funding from Ryan White to other funding streams, the Benefits Counseling and Aging Support projects currently funded by carry-forward funding will be fully funded on an ongoing basis.

If additional funding is available:

- The service category Emergency Financial Assistance will be increased to allow for co-pay assistance.
- The service category Psychosocial Support will be increased to allow for increased navigation support.
- Proportional increase across all service categories for cost of doing business increases.

Any additional funding remaining after the above will be used for:

1. Increase to Food Services.

- 2. Navigation training for providers.
- CM Geltmaker seconded.
 - VOTE: Motion Passes. See attached: row [6] for vote breakdown.

10. Full Council Meeting Public Greeter- VOTE

- CM Geltmaker will be the next public greeter for The Full Council Meeting.

11. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, July 13th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

12. Adjournment

- The Meeting was adjourned at 3:34 pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

June 8, 2015

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	P	Y	Y	Y	Y	Y	Y		
2. T.J. Lee (Co-Chair)	P	Y	Y	Y	Y	Y	Y		
3. Catherine Newell	E	-	-	-	-	-	-		
4. John Pryor	A	-	-	-	-	-	-		
5. Charles Siron	E	Y	Y	Y	Y	Y	Y		
6. Channing- Celeste Wayne	E	-	-	-	-	-	-		
[REDACTED]									
Ayes		3	3	3	3	3	3		
Nayes									



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, July 13th 2015
HIV Health Services
25 Van Ness, 3RD Floor Conference Room
3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve July 13th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve June 8th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15

The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30
 - Letters of Warning to be sent:
 - Margaret Baran
 - Cicily Emerson
 - Letters of Probation to be sent:
 - Interview/Discuss Prospective Applicant
 - Review Prospective Member Application
 - Review Renewals:
 - Stacia Scherich
 - Request for Leave of Absence:
 - Billie Cooper [July-August]
 - Current Leave(s) of Absence:
 - Rachel Lozada [June-July]
 - Committee Assignments:
 - Resignations/Thank You for Service to the Council:
 - Kenneth Hornby
 - John Pryor

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- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Resource Allocation – VOTE

Group 4:00

The Committee will review motions from the CCA Committee regarding carry-forward allocation and annual flat, decreased, and increased resource allocation.

9. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, August 10th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

11. Adjournment

Group 5:00

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HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, July 13th 2015
HIV Health Services
25 Van Ness, 3rd Floor Conference Room
3:00-5:00 pm

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Committee Members Present: Matthew Geltmaker, T.J. Lee (Co-Chair), Catherine Newell

Committee Members Absent: Charles Siron [E]

Others Present: Celinda Cantu [HHS], Kevin Hutchcroft [HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:05 pm by Co-Chair Lee. Everyone introduced themselves and quorum was established.

2. Review /Approve July 13th, 2015 DRAFT Agenda – VOTE

The July 13th, 2015 DRAFT Agenda was reviewed, and recommended.

3. Review /Approve June 8th, 2015 DRAFT Minutes – VOTE

The June 8th, 2015 DRAFT Minutes were reviewed, amended and recommended.

4. Announcements

- CS Molnar announced the Joint Retreat for HPPC and HHSPC will be July 31st, 10:00am to 4:00pm. It will be facilitated by Y's Change.
- Co-Chair Lee announced that Positive Force is doing a two-day seminar July 25th and 26th.
- CS Cone announced that there is a survey for summit material preference.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone gave the demographic report back. Two members have resigned which puts the council under 50% of non-aligned consumers and no representation from Am. Indian/ Alaska Native. There are 24 members on the Council. The Council is still underrepresenting African Americans, Latinos and youth.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - Margaret Baran
 - Cicily Emerson
- Letters of Probation to be sent:

- None.
- Interview & Discuss Prospective Applicant
 - None.
- Review Prospective Member Application:
 - None.
- Review Renewals:
 - Stacia Scherich
 - The committee reviewed the application and discussed the renewal.
 - CM Geltmaker moved to renew the application of Stacia Scherich. CM Lee seconded.
 - Vote: Motion passes. See attached: row [1] for vote breakdown.
- Request(s) for Leave of Absence.
 - Billie Cooper (July- August)
CM Newell moved to approve the leave of absences for CM Cooper. CM Geltmaker seconded.
 - Vote: Motion passes. See attached: row [2] for vote breakdown.
- Current Leave(s) of Absence:
 - Rachel Lozada [June- July]
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - Kenneth Hornby
 - John Pryor
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Resource Allocation- VOTE

- CS Molnar introduced the Carry-Forward Funding motion coming from CCA, PLWH. The committee decided to fully fund the programs that were funded in the previous years, and the rest of the funds to be used for vouchers.
 - Co-Chair Lee inquired if the programs were being RFP'd.
 - CS Molnar noted that the funds would be going to the agencies that ran the programs the prior year.
- Motion:

To prioritize the following for carry forward resource allocation:

- \$280,000- Benefits Training
- \$100,000- Aging Support

With the remaining funding to be distributed amongst vouchers (grocery, clothing, taxi)

- VOTE: Motion Passes. See attached: row [3] for vote breakdown.
 - Co-Chair Lee inquired if we could get the dollar amounts of the unspent vouchers from DPH.
- CS Molnar introduced the 2016-17 Resource Allocation motion.
- Motion:
- Motion (CCA, PLWH Advocacy Group*):

Decreased Funding:

In the event of decreased funding, for the first 10% of reductions, allocations for services that are covered under California's essential health benefits package will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionally across all service categories.

Flat Funding:

If funding remains at the current level, service category resource allocation will remain level across all categories.

Increased Funding:

In the event of increased funding, increases will occur proportionally across all service categories.

- VOTE: Motion Passes. See attached: row [4] for vote breakdown.

9. Full Council Meeting Public Greeter- VOTE

- Catherine Newell will be the greeter for the next Full Council Member.

10. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, August 10th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

11. Adjournment

- The Meeting was adjourned at 3:28 pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

June 8, 2015

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1.	Matt Geltmaker	P	Y	Y	Y	Y				
2.	T.J. Lee (Co-Chair)	P	Y	Y	Y	Y				
3.	Catherine Newell	P	Y	Y	Y	Y				
4.	Charles Siron	E	-	-	-	-				
5.	Channing- Celeste Wayne	E	-	-	-	-				
		Ayes		3	3	3	3	3	3	
		Nayes								



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 10th 2015

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. **Introductions** Group 3:00
2. **Review/Approve August 10th 2015 DRAFT Agenda – VOTE** Group 3:03
3. **Review/Approve July 13th DRAFT Minutes – VOTE** Group 3:05
4. **Announcements** Group 3:07
5. **Public Comment** Group 3:10
6. **Demographic Information Update** Ali Cone 3:15
7. **Council Member Attendance Report/ Council Applicants – VOTE** Group 3:30

The Committee will review the monthly demographic report.

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
- Review Prospective Member Application
 - tbd
- Review Renewals:
 - Bill Ledford
- Request for Leave of Absence:
 - Billie Cooper [July-August]
- Current Leave(s) of Absence:
 - Billie Cooper [July-August]
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
 - Margaret Baran
- Review Exit Interview:

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- Margaret Baran
 - Dismissal Letters to be sent due to attendance requirements:
- 8. Carry Forward Allocation – VOTE** Group 4:15
- The Committee will review a motion from the CCA Committee regarding resource allocation for unspent funds.*
- 9. Full Council Meeting Public Greeter** Group 4:50
- The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.*
- 10. Next Meeting Date & Agenda Items** Group 4:55
- The next Membership Committee Meeting is tentatively scheduled for Monday, September 14th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.*
- Parking Lot:
- 11. Adjournment** Group 5:00
-

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

MISSION STATEMENT
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730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rdh floor, San Francisco, CA 94102

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Planning Council, 730 Palk Street, 3rd Floor, San Francisco, CA 94109.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, August 10th 2015

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

3:00-5:00 pm

Committee Members Present: T.J. Lee, Charles Siron

Other Council Members Present: Wade Flores, Bill Ledford, Wade Flores

Committee Members Absent: Matt Geltmaker

Others Present: Celinda Cantu [HHS], Kevin Hutchcroft [HHS]

Support Staff Present: Ali Cone, Dave Jordan

Draft Minutes

1. Introductions

The meeting was called to order at 3:10 pm by Co-Chair Siron. Everyone introduced themselves and quorum was not established.

2. Review /Approve August 10th 2015 DRAFT Agenda – VOTE

The August 10th 2015 DRAFT Agenda was reviewed, and recommended.

3. Review /Approve July 13th 2015 DRAFT Minutes – VOTE

The July 13th 2015 DRAFT Minutes were reviewed, amended and recommended.

4. Announcements

- CS Cone announced that the prioritization exercises are due soon- please submit to Council Staff before Full Council meeting.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone gave the demographic report-back.
 - Under-represented: African Americans, Latinos, youth.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None
- Letters of Probation to be sent:
 - None.
- Interview & Discuss Prospective Applicant
 - None.

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- Review Prospective Member Application:
 - Charles Adams
 - The Committee discussed whether or not to consider applicants that don't meet demographic disparities.
 - CM Flores and CM Ledford spoke in favor of Charles.
 - The Committee recommended to bring him in for an interview.
 - Elaine Flores
 - CM Lee, CM Ledford, and CM Pearce spoke in favor of Elaine Flores.
 - The Committee recommended to interview her.
 - Mick Robinson
 - CM Ledford and CM Lee spoke in favor of Mick.
 - The Committee recommended to interview him.
- Review Renewals:
 - Bill Ledford
 - Ken Pearce
 - Don Soto
 - Committee recommended to move these renewals to Steering for consideration due to poor attendance.
- Request(s) for Leave of Absence:
 - None
- Current Leave(s) of Absence:
 - Billie Cooper [July - August]
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - Margaret Baran
- Review Exit Interview:
 - Margaret Baran
 - The Committee reviewed and discussed Margaret Baran's exit interview.
 - CM Lee asked Council Staff to reach out to Margaret and ask what she meant by training of political history of the Council, and to ask for a numerical rating.
 - Committee spoke to potential training needs: acronyms, historical perspective.
 - CM Pearce asked that Council Co-Chairs review exit interviews.
 - Celinda suggested that we review exit interviews at the summit.
 - CM Lee asked that we discuss exit interviews at next Membership meeting.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Resource Allocation- VOTE

- CS Cone introduced the Carry-Forward Funding motion coming from CCA.

- CM Pearce introduced the motion he proposed at CCA.
- CM Flores asked if we couldn't do a support group for women with these dollars.
- The Committee discussed the potential needs of HIV+ women and how best to address them.
 - Celinda suggested that this need would be better addressed via resource allocation, not carry-forward.
 - CM Lee asked CCA to prioritize women's services for needs assessment.
 - Elaine Flores commented that there's not enough support for women in the community.
- Spoke in favor of a needs assessment.

- **Motion:**

To prioritize the following for carry forward resource allocation:

- \$100,000 for food
- \$100,000 for dental
- \$100,000 for direct financial assistance
- \$20,000 for taxi vouchers
- \$40,000 for fast food vouchers
- \$80,000 for grocery vouchers
- \$35,000 for MUNI

- **VOTE – recommendation passes.**

9. Full Council Meeting Public Greeter- VOTE

- Charles Siron will be the greeter for the next Full Council Member.

10. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, September 14th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

11. Adjournment

- The Meeting was adjourned at 4:42 pm by Co-Chair Siron.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

June 8, 2015

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	A	-							
2. T.J. Lee (Co-Chair)	P	Y							
3. Catherine Newell	E	-							

4. Charles Siron	P	Y							
5. Channing- Celeste Wayne	E	-							
Ken Pearce	P	Y							
Wade Flores	P	Y							
Bill Ledford	P	Y							

Ayes									
Nayes									



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 14th 2015

HIV Health Services

25 Van Ness, 3RD Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve September 14th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve August 10th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

- Letters of Warning to be sent:
- Letters of Probation to be sent:
- Review Renewals:
 - Wade Flores
- Request for Leave of Absence:
 - Channing-Celeste Wayne
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application
 - Matthew Miller

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- Interview/Discuss Prospective Applicant
 - Mick Robinson
 - Timothy Foster
 - Elaine Flores
 - Charles Adams

8. Full Council Meeting Public Greeter

Group 4:50

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, October 12th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

10. Adjournment

Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, September 14th 2015

HIV Health Services

25 Van Ness, 3rd Floor Conference Room

3:00-5:00 pm

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Committee Members Present: T.J. Lee, Charles Siron

Other Council Members Present: Wade Flores, Lee Jewell, Bill Ledford, Chip Supanich

Committee Members Absent: Matt Geltmaker [E], Catherine Newell [LoA], Channing-Celeste Wayne [LoA]

Others Present: Chuck Adams, Elaine Flores [Marin Co.], Timothy Foster [SFAF], Beth Neary [HHS], Mick Robinson, Alex Taylor [ALRP]

Support Staff Present: Ali Cone, Dave Jordan

Draft Minutes

1. Introductions

The meeting was called to order at 3:05pm by Co-Chair Siron. Everyone introduced themselves and quorum was not established.

2. Review /Approve September 14th 2015 DRAFT Agenda – VOTE

The Sept 14th 2015 DRAFT Agenda was reviewed, and approved by consensus.

3. Review /Approve August 10th 2015 DRAFT Minutes – VOTE

The Aug 10th 2015 DRAFT Minutes were reviewed, amended and approved by consensus.

4. Announcements

- CM Supanich announced the upcoming HPPC community engagement event focusing on harm reduction.
- CS Cone announced that PLWH was cancelled and next committee will be Steering, next Monday, Sept 21st from 4:00-6:00pm.

5. Public Comment

- Alex Taylor spoke about her positive experience working with Chuck Adams.

6. Demographic Information Update

- CS Cone gave the demographic report back. The Council is still underrepresenting Native Americans, African Americans, Latinos and youth.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None
- Letters of Probation to be sent:
 - None.

- Interview & Discuss Prospective Applicant
 - None.
- Review Renewals:
 - Wade Flores
 - The committee reviewed Wade Flores application.
 - CM Lee moved to renew Wade Flores. CM Ledford seconded.
 - VOTE: Motion passes. See attached: row [1] for vote breakdown.
- Request(s) for Leave of Absence.
 - Channing-Celeste Wayne
 - CM Ledford moved to approve a leave of absence. CM Jewell seconded.
 - VOTE: Motion passes. See attached: row [2] for vote breakdown.
 - Catherine Newell
 - Catherine Newell is approved for leave of absence.
 - VOTE: Motion passes. See attached: row [3] for vote breakdown.
- Review Prospective Member Application:
 - Matthew Miller
 - The committee reviewed Matthew Miller's application.
 - CM Siron moved to bring Matthew Miller in for an interview. CM Lee seconded.
 - VOTE: Motion passes. Matthew Miller will be in for an interview. See attached: row [4] for vote breakdown.
- Interview/ Discuss Prospective Applicant
 - Mick Robinson
 - The committee reviewed Mick Robinson's application.
 - CM Jordan spoke about his references.
 - The committee interviewed Mick Robinson.
 - The committee discussed the interview with Mick Robinson.
 - CM Ledford moved to approve Mick Robinson's membership. T.J. Lee seconded.
 - VOTE: Motion passes. See attached: Row [5] for vote breakdown.
 - Timothy Foster
 - The committee reviewed Timothy Foster's application.
 - CM Jordan spoke about his references.
 - The committee interviewed Timothy Foster.
 - The committee discussed the interview with Timothy Foster.
 - CM Lee moved to approve Timothy Foster's membership. Chip Supanich seconded.
 - VOTE: Motion passes. See attached: Row [6] for vote breakdown.
 - Elaine Flores
 - The committee reviewed Elaine Flores' application.
 - CM Jordan spoke about her references.
 - The committee interviewed Elaine Flores.

- The committee discussed the interview with Elaine Flores.
 - CM Ledford moved to approve Elaine Flores' membership. CM Lee seconded.
 - VOTE: Motion passes. See attached: Row [7] for vote breakdown.
- Charles Adams
 - The committee reviewed Charles Adam's application.
 - CM Jordan spoke about his references.
 - The committee interviewed Charles Adams.
 - The committee discussed the interview with Charles Adams.
 - CM Lee moved to approve Charles Adam's membership. CM Ledford seconded.
 - VOTE: Motion passes. See attached: Row [8] for vote breakdown.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 -
- Review Exit Interview:
 -
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- The committee discussed the need to fill the demographics.
- Dean Goodwin noted that HRSA had asked that the low demographics be filled ASAP.

8. Full Council Meeting Public Greeter- VOTE

- T.J. Lee will be the public greeter for the next Full Council Meeting.

9. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, October 12th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

10. Adjournment

- The Meeting was adjourned at 4:52 pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

September 14, 2015

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	E	-	-	-	-	-	-	-	-	-	-
2. T.J. Lee (Co-Chair)	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. Catherine Newell	LoA	-	-	-	-	-	-	-	-	-	-
4. Charles Siron	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5. Channing- Celeste Wayne	LoA	-	-	-	-	-	-	-	-	-	-
Bill Ledford	P	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
Wade Flores	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Chip Supanich	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lee Jewell	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ayes		6	6	6	5	6	6	6	6	6	
Nayes					1						

Hi everyone,

Since our schedule is a little different this month, I wanted to clarify which meetings are cancelled and which are still on.

GPA (10/13), PLWH Advocacy Group (10/21), and Full Council (10/26) are all cancelled this month. The remaining schedule is as follows:

Membership Committee

Monday, October 19th 2:30-4:00 pm

San Francisco AIDS Foundation, 3rd Floor Rm 3D

Steering Committee

Monday, October 19th 2:30-4:00 pm

San Francisco AIDS Foundation, 3rd Floor Rm 3D

Joint Leadership Work Group

Thursday, October 22nd 4:00-6:00 pm

San Francisco AIDS Foundation, 3rd Floor Swing Space

Ali Cone

Program Manager

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HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, October 19th 2015
San Francisco AIDS Foundation
1035 Market Street
3RD Floor, Room 3-D
3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve October 19th 2015 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve September 14th DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali conne 3:15
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

The Committee will review the monthly demographic report.

- Letters of Warning to be sent:
 - Rachel Lozada
- Letters of Probation to be sent:
- Interview/Discuss Prospective Applicant
 - Matthew Miller
- Review Prospective Member Application
 - John Pryor
- Review Renewals:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:

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- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Council Member Orientation Training

Dave Jordan 4:30

The Committee will be provided an update on training for new council members.

9. Full Council Meeting Public Greeter

Group 4:45

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Next Meeting Date & Agenda Items

Group 4:55

The next Membership Committee Meeting is tentatively scheduled for Monday, November 9th 2015, 25 Van Ness, 3rd Floor, Room 330, SF CA from 3-5 pm.

Parking Lot:

11. Adjournment

Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

MISSION STATEMENT

To recruit, screen, train and retain Council Members.

**HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109**

**San Francisco Department of Public Health, AIDS Office
25 Von Ness Avenue, 3rd floor, San Francisco, CA 94102**

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Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at <http://www.sfcorecouncil.org>



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, October 19th 2015
San Francisco AIDS Foundation- 3D
25 Van Ness, 3rd Floor Conference Room
2:30-4:00 pm

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Committee Members Present: Charles Siron, Matt Geltmaker

Other Council Members Present: Lee Jewell, Bill Ledford, Eric Sutter

Committee Members Absent: T.J. Lee [E], Catherine Newell [LoA], Channing-Celeste Wayne [LoA]

Others Present: Matthew Miller

Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar

Draft Minutes

1. Introductions

The meeting was called to order at 3:05pm by Co-Chair Siron. Everyone introduced themselves and quorum was not established.

2. Review /Approve October 19th 2015 DRAFT Agenda – VOTE

The Oct 19th 2015 DRAFT Agenda was reviewed, and recommended by consensus.

3. Review /Approve September 14th 2015 DRAFT Minutes – VOTE

The September 14th 2015 DRAFT Minutes were reviewed, and approved by consensus.

4. Announcements

- Co-Chair Siron announced that Joint Leadership Workgroup will be this Thursday from 4:00pm to 6:00pm.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone gave the demographic report back including new members who have yet to be approved by the Mayor's Office, as well as a current report without new members. With the new members, the council will no longer be under for African American non-aligned consumers. The Council is still underrepresenting Native Americans, African Americans in general, Latino and youth. We are a little under for 60-64 years old.
 - CM Sutter acknowledged the recruitment efforts of the Membership Committee.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:

- Rachel Lozada

- Letters of Probation to be sent:

- None.
- Interview & Discuss Prospective Applicant
 - None.
- Review Renewals:
 -
- Request(s) for Leave of Absence.
 -
- Interview/ Discuss Prospective Applicant
 - Matthew Miller
 - The committee reviewed Matthew Miller's application.
 - CS Molnar spoke about some of Matthew Miller's experiences.
 - The committee interviewed Matthew Miller.
 - The committee discussed the interview with Matthew Miller.
 - **CM Sutter moved to approve Matthew Miller's membership. CM Geltmaker seconded.**
 - **VOTE: Motion passes. See attached: Row [1] for vote breakdown.**
- Review Prospective Member Application:
 - John Pryor
 - The committee discussed John Pryor's application.
 - **CM Ledford moved to bring John Pryor in for an interview at the next meeting. CM Geltmaker seconded.**
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- The committee discussed the need to fill the demographics.
- Dean Goodwin noted that HRSA had asked that the low demographics be filled ASAP.

8. Council Member Orientation Training

- CS Molnar announced that Dave has been meeting with the new members to give them a brief orientation.

9. Full Council Meeting Public Greeter- VOTE

10. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, October 12th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

11. Adjournment

- The Meeting was adjourned at 4:52 pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; LoA=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

October 19, 2015		roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
1.	Matt Geltmaker	P	Y								
2.	T.J. Lee (Co-Chair)	E	-								
3.	Catherine Newell	LoA	-								
4.	Charles Siron	P	Y								
5.	Channing- Celeste Wayne	LoA	-								
Bill Ledford		P	N								
Eric Sutter		P	Y								
Lee Jewell		P	Y								
Ayes			4								
Nayes			1								



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, November 9th 2015
HIV Health Services
25 Van Ness, 3RD Floor Conference Room
3:00 – 5:00 pm

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Group 3:00
Group 3:03
Group 3:05
Group 3:07
Group 3:10
Ali cone 3:15
Group 3:30

Draft Agenda

1. Introductions
2. Review/Approve November 9th 2015 DRAFT Agenda – VOTE
3. Review/Approve October 19th 2015 DRAFT Minutes – VOTE
4. Announcements
5. Public Comment
6. Demographic Information Update

The Committee will review the monthly demographic report.

7. Council Member Attendance Report/ Council Applicants – VOTE

- Interview/Discuss Prospective Applicant
 - John Pryor
- Letters of Warning to be sent:
- Letters of Probation to be sent:
 - Rachel Lozada
- Review Prospective Member Application
- Review Renewals:
- Request for Leave of Absence:
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:

- Dismissal Letters to be sent due to attendance requirements:

8. Council Member Orientation Training

Dave Jordan 4:30

The Committee will be provided an update on training for new council members.

9. Full Council Meeting Public Greeter

Group 4:45

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

10. Next Meeting Date & Agenda Items – VOTE

Group 4:55

The group will determine the date of the next Membership Committee meeting.

Parking Lot:

11. Adjournment

Group 5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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Planning Council, 730 Palk Street, 3rd Floor, San Francsica, CA 94109.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, November 9th 2015

HIV Health Services

25 Van Ness, Room 3330A

3:00-5:00 pm

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Committee Members Present: Matt Geltmaker, T.J. Lee [Co-Chair], Charles Siron [Co-Chair]

Other Council Members Present:

Committee Members Absent: Catherine Newell [LoA], Channing-Celeste Wayne [A]

Others Present: Celinda Cantu [HHS], Kevin Hutchcroft [HHS]

Support Staff Present: Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar, Emily Raganold

Draft Minutes

1. Introductions

The meeting was called to order at 3:05pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve November 9th 2015 DRAFT Agenda – VOTE

The Nov 9th 2015 DRAFT Agenda was reviewed, and recommended by consensus.

3. Review /Approve October 19th 2015 DRAFT Minutes – VOTE

The October 19th 2015 DRAFT Minutes were reviewed, and approved by consensus.

4. Announcements

- CS Cone announced new staffing changes.
- CS Molnar announced that the next Full Council Meeting will be Monday, November 23rd.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone gave the demographic report back including new members who have yet to be approved by the Mayor's Office, as well as a current report without new members.
- There are 27 members. With the new members, the council will no longer be under for African American non-aligned consumers.
- The Council is still underrepresenting for General Membership, Native American, African Americans, Latino and youth. We are also under for 60-64 years old.
- There are zero members for the 0-24 and 25-44 age group.
- CS Molnar inquired if there was any update from the Mayor's Office.
 - CS Cone- not yet.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/ Discuss Prospective Applicant:
 - John Pryor

- The Committee decided to interview John Pryor at the next meeting as he was unable to attend this meeting.
- Letters of Warning to be sent:
 - None.
- Letters of Probation to be sent:
 - Rachel Lozada
 - The Committee discussed the technicality with not having a regular Full Council Meeting last month and thought that maybe she shouldn't be considered on probation yet.
 - Co-Chair Siron spoke to his conversation with Rachel Lozada about her possible resignation.
 - CS Molnar noted that if she doesn't come to the next Full Council Meeting then she'll be on probation.
 - CS Cone noted that if she makes the next two meetings, she would be off of probation.
 - CM Geltmaker suggested giving Planning Council Staff the authority to send out the letter of probation if she does not come to the next Full Council Meeting as the Membership Committee will not be meeting again until January.
 - Planning Council Staff agreed to go forward with this plan.
- Review Renewals:
 - None.
- Request(s) for Leave of Absence:
 - Catherine Newell (Nov- Dec).
 - CS Molnar inquired about the length of the LoA because the Council may not meet in December.
 - The Committee decided to keep the LoA to two months even though the Full Council may not meet in December.
 - The Committee granted Catherine Newell's LoA for November and December.
- Review Prospective Member Application:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.

- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Council Member Orientation Training

- CS Jordan noted that The Committee is in the process of scheduling an upcoming Orientation Training. The training is tentatively scheduled for December 2nd.
- CM Geltmaker suggested that anyone, not just new members could attend the meeting.
- CS Molnar inquired about particular training topics.
 - CM Geltmaker suggested mandate differences between the two Councils.
 - Co-Chair Lee suggested facilitation training for Co-Chairs of the new Joint Council.
 - CS Molnar suggested Roberts Rules training to be included at the Full Council Meeting.
 1. Co-Chair Siron noted that the Prevention Council uses a different set of rules.
 2. CS Cone noted that it was called Democratic Rules but it follows a similar structure.
 3. CS Molnar noted that there will be a discussion about the Rules of Order at the next Joint Leadership Workgroup.
 - Celinda Cantu suggested including a note on confidentiality.
 - CS Molnar suggested a training Sunshine Ordinance.
 1. Co-Chair Lee suggested having each Council Member take the online training and print the certificate.
 2. CS Molnar noted that he'll follow up with that.
 - CM Geltmaker suggested going over the definition of the service categories and the continuum of care.
 1. CS Jordan noted that it would be included in the orientation.
 2. C Molnar noted that it could be a separate training overview of the service categories.
 - Celinda Cantu suggested a training on what prevention and care oversees and linkage to care and how our programs overlap.
 - CM Geltmaker suggested training on the cascade.
 - CS Molnar suggested a training with the cascade, the linkage to care and what each council oversees.
 1. Celinda Cantu suggested also looking at points of entry.
- CS Molnar inquired about trainings that may be able to happen before the merge.
 - Celinda Cantu suggested possibly an overview of QM and outcomes.
 - CS Molnar noted that it may be too much, but it could be included in a training for both councils about overview.
- CS Molnar inquired if the Council wanted a presentation about Getting to Zero Consortium.
 - Co-Chair Siron thought it could be presented to GPA.
- Co-Chair Siron inquired about the Orientation Agenda.
 - CS Jordan went over some general topics, such as: Historical Context, review of HRSA Mandate, Harm Reduction, Policy and Procedures, Roberts Rules.

- CS Jordan noted that most of the trainings would be better after the merge. Also there will be less time to train after the merge. He noted that there will need to be some trainings this year.
- Co-Chair Siron inquired about the Mentor Program.
 - CS Molnar noted that once a member is approved they can request a mentor.
 1. The Committee discussed if a mentor is mandated or a choice.
 - a. CS Molnar explained that it is always at the choice of the Council Member.
 2. CS Jordan noted that two of the new members have shown interest in having a mentor. No matches have been made yet.
- Co-Chair Siron inquired about Committee assignments.
 - CS Molnar noted that it was put off last year due to the upcoming merge, but it could be postponed again since we haven't merged yet.
 - CS Jordan noted that he'll try to encourage new members to come to Membership, but they can choose the committee that interests them. They have one month to decide.
 - CS Jordan noted that CCA was favored, but some members seemed.
 - CS Molnar inquire if CS Jordan could have the ranked choices of each member by January.

9. Full Council Meeting Public Greeter- VOTE

- Co-Chair Siron suggested that all Committee Co-Chairs should be the greeter.
- The committee wanted to move the idea of Committee Co-Chairs as greeters to the next Steering Meeting.
- **Co-Chair Siron will be the greeter at the next Full Council Meeting.**
- Co-Chair Lee inquired about the possible upcoming Holiday Party.
- Co-Chair Lee supported the idea of a party.
- Co-Chair Siron supported the party, if Prevention members were invited too.
- CS Molnar agreed to send out a poll to members to see who will come and see if it's worth throwing.
- The committee decided to poll the Council Members to see if more than 12 members would come and then invite Prevention.
- The committee picked December 7th and December 14th as tentative dates.

10. Next Meeting Date & Agenda Items- VOTE

- The committee decided not to meet in December.

The next Membership Committee Meeting is tentatively scheduled for Monday, Jan 11th 2015, 25 Van Ness, 3rd Floor Conference Room, SF CA from 3-5 pm.

11. Adjournment

- The Meeting was adjourned at 4:00 pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

November 9, 2015

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	P							
2. T.J. Lee (Co-Chair)	P							
3. Catherine Newell	LoA							
4. Charles Siron (Co-Chair)	P							
5. Channing- Celeste Wayne	E							

Ayes								
Nayes								



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, January 11th 2016
25 Van Ness, 8th Floor Conference Room
3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve January 11th 2016 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve November 9th 2015 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30
 - Interview/Discuss Prospective Applicant
 - John Pryor
 - Letters of Warning to be sent:
 - Letters of Probation to be sent:
 - Rachel Lozada [sent in November]
 - Review Prospective Member Application:
 - Review Renewals:
 - Margot Antonetty
 - Lee Jewell
 - Request for Leave of Absence:
 - Channing-Celeste Wayne [January-February]
 - Current Leave(s) of Absence:
 - Committee Assignments:
 - Resignations/Thank You for Service to the Council:

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- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Committee Review – VOTE Group 4:15

The Committee will decide whether to give council member the opportunity to change committees, or to maintain current committee membership in light of upcoming merge.

9. Council Member Orientation Training Dave Jordan 4:30

The Committee will be provided an update on training for new council members.

10. Full Council Meeting Public Greeter Group 4:45

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

11. Next Meeting Date & Agenda Items – VOTE Group 4:55

The group will determine the date of the next Membership Committee meeting.

Parking Lot:

12. Adjournment Group 5:00

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, January 11th 2016

25 Van Ness, 8th Floor Conference Room

3:00-5:00 pm

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Committee Members Present: Matt Geltmaker, T.J. Lee, Charles Siron

Other Council Members Present: Bill Ledford, Mick Robinson

Committee Members Absent: Catherine Newell [A], Channing-Celeste Wayne [E]

Others Present:

Support Staff Present: Ali Cone, Dave Jordan, Mark Molnar

Draft Minutes

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1. **Introductions**

The meeting was called to order at 3:05 pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve January 11th 2016 DRAFT Agenda – VOTE

The January 11th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve November 9th 2015 DRAFT Minutes – VOTE

The November 9th 2015 DRAFT Minutes were reviewed, and approved by consensus.

4. Announcements

- CM Geltmaker announced HIV test counselor position open in San Mateo county. Spanish speaking required, posting up on San Mateo county website.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone gave the demographic report back including new members who have yet to be approved by the Mayor's Office, as well as a current report without new members. With the new members, the council will no longer be under for African American non-aligned consumers. The Council is still under-representing Native Americans, African Americans in general, Latino and youth. We are a little under for 60-64 years old.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
- Letters of Probation to be sent:
 - Rachel Lozada [sent in November]
 - CM Lozada was sent a letter of probation in November due to lack of attendance.

- CS Molnar noted that CM Lozada is considering leaving the council, and due to her personal challenges, CS Molnar urged the committee to wait on sending a dismissal letter due to attendance requirements.
 - The Committee discussed whether to send her a dismissal letter or not.
 - The attendance policy specifies that dismissal is automatic after a certain number of meetings, meaning that the earliest Membership could send a dismissal letter would be February (because no meetings in December).
 - Co-Chair Lee & CM Ledford spoke in favor of waiting.
 - The Committee will revisit this issue next month.
- Interview & Discuss Prospective Applicant
 - John Pryor
 - Did not hear from John, will reach out for next month
- Request(s) for Leave of Absence.
 - Channing-Celeste Wayne
 - The committee discussed the request for LOA.
 - The committee discussed LOA policy (2 per calendar year), and how to track LOA's.
 - CM Ledford moved to approve, CM Geltmaker seconded.
 - VOTE – motion passes. See column (1) attached for vote breakdown.
- Review Renewals:
 - Margot Antonetty
 - CM Geltmaker moved to approve renewal, CM Ledford seconded.
 - VOTE – none opposed, motion passes. See column (2) attached for vote breakdown.
 - Lee Jewell
 - CM Geltmaker moved to approve renewal, CM Siron seconded.
 - The committee discussed this renewal.
 - VOTE – none opposed, motion passes. See column (3) attached for vote breakdown.
- Review Prospective Member Application:
 - None.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:

- None.

8. Committee Review – VOTE

- The Committee discussed whether to give council members the opportunity to change committees, or to maintain current committee membership in light of upcoming merge.
- CM Geltmaker suggested asking GPA and CCA if we could request from those committees someone to move to Membership, instead of reshuffling the entire committee structure.
 - Co-Chair Lee and CM Ledford agreed.
- CM Geltmaker moved to suspend committee reassignment until after the merge, but the agenda item to consider sending one member from GPA and CCA to Membership will appear on the GPA and CCA agendas. Co-Chair Lee seconded.
 - Co-Chair Lee asked that we also make an announcement at Full Council.
 - VOTE – none opposed, motion passes. See column (4) attached for vote breakdown.

9. Council Member Orientation Training

- CS Jordan reported back on new council member orientation training.
 - Trainees spoke highly of the in-depth historical overview which was added to the training.
 - CM Robinson spoke to his experience in the training.

10. Full Council Meeting Public Greeter- VOTE

- Steering declined invitation to have Steering membership/Co-Chairs be public greeters.
- CM Siron asked to revisit this issue after the merge.
- CM Siron and CM Geltmaker volunteered to be public greeters.

11. Next Meeting Date & Agenda Items

The next Membership Committee Meeting is tentatively scheduled for Monday, February 8th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3-5 pm.

12. Adjournment

- The Meeting was adjourned at 3:57 pm by Co-Chair Siron.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

January 11, 2016	roll	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
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1. Matt Geltmaker	P	Y	Y	Y	Y					
2. T.J. Lee (Co-Chair)	P	Y	Y	Y	Y					
3. Catherine Newell	A	-	-	-	-					
4. Charles Siron	P	N	Y	Y	Y					

5. Channing- Celeste Wayne	LoA	-	-	-	-			
Bill Ledford	P	Y	Y	Y	Y			
Mick Robinson	P	-	-	-	-			
Ayes		4						
Nayes		1						



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 8th 2016

25 Van Ness, 8th Floor Conference Room

3:00 – 4:30 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve February 8th 2016 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve January 11th 2016 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30
 - Interview/Discuss Prospective Applicant
 - John Pryor
 - Letters of Warning to be sent:
 - Letters of Probation to be sent:
 - Rachel Lozada [sent in November]
 - Review Prospective Member Application:
 - Review Renewals:
 - TJ Lee
 - Charles Siron
 - Eric Sutter
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - Committee Assignments:
 - Resignations/Thank You for Service to the Council:

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- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

8. Full Council Meeting Public Greeter

Group 4:20

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Next Meeting Date & Agenda Items – VOTE

Group 4:25

The next Membership Committee meeting is tentatively scheduled for Tuesday, March 14th 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

Parking Lot:

10. Adjournment

Group 4:30

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, February 8, 2016

25 Van Ness, 8th Floor Conference Room

3:00-4:30 pm

Committee Members Present: Matt Geltmaker, T.J. Lee (Co-Chair), Catherine Newell

Other Council Members Present:

Committee Members Absent: Charles Siron (Co-Chair) [E: Proxy TJ Lee], Channing-Celeste Wayne [A]

Others Present: Chuck Adams

Support Staff Present: Ali Cone, Dave Jordan, Liz Stumm

10.5

2

Draft Minutes

1. Introductions

1/8/16
raff The meeting was called to order at 3:04 pm by Co-Chair Lee. Everyone introduced themselves and quorum was established.

2. Review /Approve February 8th 2016 DRAFT Agenda – VOTE

The February 8th 2016 DRAFT Agenda was reviewed and approved by consensus.

3. Review /Approve January 11th 2016 DRAFT Minutes – VOTE

The January 11th 2016 DRAFT Minutes were reviewed, and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
 - There are 5 members who are not yet approved by the mayor's office. Dispensed a new demographic report that includes Matthew Miller. Total membership is now 28.
 - The demographics remain the same, we are now at .7% underrepresenting African American non-aligned consumers.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/Discuss Prospective Applicant
 - John Pryor
 - CS Cone noted that we have reached out to John Pryor a couple times and his phone number has changed. We are unsure about his situation at this time.
- Letters of Warning to be sent:
 - None.

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- Letters of Probation to be sent:
 - Rachel Lozada [sent in November]
 - CS Jordan noted that Rachel Lozada has expressed the desire to resign at the next Full Council meeting.
 - CS Cone noted that if that does not occur, next month an automatic dismissal will be applied.
- Review Prospective Member Application:
 - None.
- Request(s) for Leave of Absence.
 - None.
- Review Renewals:
 - TJ Lee
 - CM Newell moves TJ Lee's membership renewal.
 - CM Geltmaker seconds.
 - VOTE: Motion passes. See column [1] for vote breakdown.
 - Charles Siron
 - CS Jordan noted that we do not have CM Siron's membership application due to his illness.
 - Co-Chair Lee noted that we will review his application next month.
 - Eric Sutter
 - CM Newell moves Eric Sutter's membership renewal.
 - Co-Chair Lee seconds
 - VOTE: Motion passes. See column [2] for vote breakdown.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.

8. Full Council Meeting Public Greeter

- The Committee selected a member of the membership committee to serve as this month's Full Council meeting Public Greeter.
 - CM Newell nominated herself.

9. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, February 8th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:30-5 pm.

- MOTION: Co-Chair Lee moved to change the Membership Meeting's time to 3:30-5:00pm.
- CM Geltmaker seconds the motion
- VOTE: Motion passes. See column [3] for vote breakdown.

10. Adjournment

- The Meeting was adjourned at 3:19 pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

February 09, 2016

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	P	Y	Y	Y					
2. T.J. Lee (Co-Chair)	P	Y	Y	Y					
3. Catherine Newell	P	Y	Y	Y					
4. Charles Siron (Co-Chair) [Proxy: TJ Lee]	E	Y	Y	Y					
5. Channing-Celeste Wayne	A	-	-	-					
6. Chuck Adams	P	-	-	-					
Ayes		4	4	4					
Nayes									



HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 14th 2016

25 Van Ness, 8th Floor Conference Room

3:00 – 4:30 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve March 14th 2016 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve February 8th 2016 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
The Committee will review the monthly demographic report.
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30
 - Interview/Discuss Prospective Applicant
 - Letters of Warning to be sent:
 - Channing-Celeste Wayne
 - Letters of Probation to be sent:
 - Review Prospective Member Application:
 - Review Renewals:
 - Charles Siron
 - Request for Leave of Absence:
 - Current Leave(s) of Absence:
 - Committee Assignments:
 - Ron Hernandez [CCA → Membership]
 - Eric Sutter [GPA → Membership]
 - Resignations/Thank You for Service to the Council:
 - Mary Lawrence Hicks

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- Review Exit Interview:
 - Mary Lawrence Hicks
- Dismissal Letters to be sent due to attendance requirements:
 - Rachel Lozada

8. Full Council Meeting Public Greeter

Group 4:20

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Next Meeting Date & Agenda Items – VOTE

Group 4:25

The next Membership Committee meeting is tentatively scheduled for Monday, April 11th 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

Parking Lot:

10. Adjournment

Group 4:30

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, March 14, 2016

25 Van Ness, 8th Floor Conference Room

3:00-4:30 pm

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Committee Members Present: Matt Geltmaker, Ron Hernandez, T.J. Lee (Co-Chair), Charles Siron (Co-Chair), Eric Sutter

Committee Members Absent: Catherine Newell [E], Channing-Celeste Wayne [A]

Others Present: Kevin Hutchcroft

Support Staff Present: Ali Cone, Dave Jordan, Liz Stumm

Draft Minutes

1. Introductions

The meeting was called to order at 3:03 pm by Co-Chair Siron. Everyone introduced themselves and quorum was established.

2. Review /Approve March 14th 2016 DRAFT Agenda – VOTE

The March 14th 2016 DRAFT Agenda was reviewed, amended and approved by consensus.

3. Review /Approve February 8th 2016 DRAFT Minutes – VOTE

The February 8th 2016 DRAFT Minutes were reviewed, amended and approved by consensus.

4. Announcements

- CS Jordan announced the Needs Assessment Work Group will be this Wednesday March 16th from 3:00-4:30 at 730 Polk at the 3rd floor conference room.
- Co-Chair Lee announced that the event The Doctor is In will be tomorrow March 15th from 6:30-8:00 at the SF AIDS Foundation.
- CM Geltmaker announced that next month, on April 11-12th there will be an in-person CA Planning Group Meeting in Sacramento. There will be a focus on Getting to Zero.
- Co-Chair Siron announced that the new merged council name is HIV Community Planning Council.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
- CS Cone updated the section on how we report transgender individuals. The Council is now tracking those who identify as transgender under both male and female on the demographic report.
- Co-Chair Lee inquired about asking the council members who identify as Trans if they identify that way.
- Co-Chair Lee would like Council Staff to put the date on the demographic report.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Interview/Discuss Prospective Applicant

- None.
- Letters of Warning to be sent:
 - Channing-Celeste Wayne
 - It was noted that CM Wayne is no longer on a LOA. Her attendance has been sparse but she has communicated excused absences.
 - The group discussed sending CM Wayne a letter of warning.
 - CM Sutter suggested reaching out to CM Wayne to see if she would like a LOA if it is needed.
 - **MOTION:** Council Staff will reach out to Channing-Celeste Wayne to inform her that her attendance warrants a Letter of Warning. Council staff will offer her a Leave of Absence or the Letter or Warning.
 - **VOTE:** Motion Passes. See Column [1] for a vote breakdown.
- Letters of Probation to be sent:
 - None.
- Review Prospective Member Application:
 - None.
- Request(s) for Leave of Absence.
 - None.
- Review Renewals:
 - Charles Siron
 - **MOTION:** CM Geltmaker moves to approve Charles Siron's membership application.
 - CM Sutter seconds the motion.
 - **VOTE:** Motion Passes. See column [2] for a vote breakdown.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - Ron Hernandez [CCA to Membership]
 - Eric Sutter [GPA to Membership]
 - **CM Geltmaker moves to approve the Ron Hernandez and Eric Sutter's move to the Membership Committee.**
 - Co-Chair Lee seconds the motion.
 - **VOTE:** See column [3] for a vote breakdown.
- Resignations/Thank You for Service to the Council
 - Mary Lawrence Hicks
 - **CM Geltmaker moves to approve Mary Lawrence Hicks resignation.**
 - CM Sutter seconds the motion.
 - **VOTE:** See column [4] for a vote breakdown.
- Review Exit Interview:
 - Mary Lawrence Hicks
 - The committee will discuss the exit interview at next month's meeting.

- Dismissal Letters to be sent due to attendance requirements:
 - Rachel Lozada
 - The group discussed that CM Lozada was going to resign in person, but she did not attend the full council meeting.
 - MOTION: CM Hernandez moves to approve Rachel Lozada's dismissal letter.**
 - CM Geltmaker seconds the motion.**
 - VOTE: Motion Passes. See column [5] for a vote break down.**
 - The group unanimously agreed to send a letter of dismissal and a thank you letter.

8. Full Council Meeting Public Greeter

- The Committee will select a member of the membership committee to serve as next month's Full Council meeting as a Public Greeter at the following meeting.

9. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, April 11th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:30-5 pm.

10. Adjournment

- The Meeting was adjourned at 3:36 pm by Co-Chair Siron.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

February 09, 2016

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	P	Y	Y	Y	Y	Y			
2. T.J. Lee (Co-Chair)	P	Y	Y	Y	Y	Y			
3. Ron Hernandez	P	Y	Y	Y	Y	Y			
4. Catherine Newell	E	-	-	-	-	-			
5. Charles Siron	P	Y	Y	Y	Y	Y			
6. Eric Sutter	P	Y	Y	Y	Y	Y			
7. Channing-Celeste Wayne	A	-	-	-	-	-			
<hr/>									
Ayes		5	5	5	5	5			

Nayes

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 11th 2016

25 Van Ness, 8th Floor Conference Room

3:00 – 5:00 pm

Draft Agenda

1. Introductions Group 3:00
2. Review/Approve April 11th 2016 DRAFT Agenda – VOTE Group 3:03
3. Review/Approve March 14th 2016 DRAFT Minutes – VOTE Group 3:05
4. Announcements Group 3:07
5. Public Comment Group 3:10
6. Demographic Information Update Ali Cone 3:15
*1/16 The Committee will review the monthly demographic report.
at t*
7. Council Member Attendance Report/ Council Applicants – VOTE Group 3:30

- Letters of Warning to be sent:
- Letter of Warning sent:
 - Channing-Celeste Wayne
- Letters of Probation to be sent:
- Review Renewals:
 - Catherine Newell
- Request for Leave of Absence:
 - Carol Hudson
 - Bill Ledford
- Current Leave(s) of Absence:
- Committee Assignments:
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:

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- Review Prospective Member Application:
 - Kenneth Hornby
- Interview/Discuss Prospective Applicant
 - Kenneth Hornby

8. Full Council Meeting Public Greeter**Group 4:30**

The Committee will select a member of the Membership Committee to serve as this month's Full Council meeting Public Greeter.

9. Recognition of SF EMA HIV Health Services Planning Council – VOTE**Group 4:35**

The Committee will discuss approaching the Board of Supervisors regarding a proclamation acknowledging the history and work of the HHSPC and the end of the HHSPC due to the upcoming merge.

10. Next Meeting Date & Agenda Items – VOTE**Group 4:55**

The next Membership Committee meeting is tentatively scheduled for Monday, May 9th 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

Parking Lot:

11. Adjournment**Group 5:00**

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HIV Health Services Planning Council

MEMBERSHIP COMMITTEE

Monday, April 11, 2016

25 Van Ness, 8th Floor Conference Room

3:00-5:00 pm

JUN - 6 2016

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Channing-Celeste Wayne [A]

Others Present: Kevin Hutchcroft**Support Staff Present:** Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm*Draft Minutes***1. Introductions**

The meeting was called to order at 3:30 pm by Co-Chair Lee. Everyone introduced themselves and quorum was established.

2. Review /Approve April 11th 2016 DRAFT Agenda – VOTE

The April 11th 2016 DRAFT Agenda was reviewed, amended and approved by consensus.

3. Review /Approve March 14th 2016 2016 DRAFT Minutes – VOTE

The March 14th 2016 DRAFT Minutes were reviewed, amended and approved by consensus.

4. Announcements

- None.

5. Public Comment

- None.

6. Demographic Information Update

- CS Cone reviewed the monthly demographic report.
- The demographic report is the same as last month.
- We have 5 new council members who were just approved by the mayor, they are reflected in the report.
- The report will likely change when we merge councils. The Council will no longer just be looking at ARIES clients.

7. Council Member Attendance Report/ Council Applicants- VOTE

- Letters of Warning to be sent:
 - None.
- Letters of Warning to be sent:
 - Channing- Celeste Wayne received a letter of warning last month. The Council did not have a Full Council meeting, after the last membership meeting.
 - A letter of probation will be sent out after this month.
- Letters of Probation to be sent:
 - None.

- Review Renewals:
 - Catherine Newell
 - CM Hernandez moves to approve Catherine Newell's membership renewal.
 - Co-Chair Lee seconds the motion.
 - VOTE: Motion Passes. See column [1] for a vote breakdown.
- Request(s) for Leave of Absence.
 - Bill Ledford
 - MOTION: Co-Chair Lee moves to approve Bill Ledford's leave of absence.
 - CM Hernandez seconds the motion.
 - VOTE: Motion Passes see column [2] for a vote breakdown.
 - Carol Hudson
 - MOTION: CM Hernandez moves to approve Carol Hudson's leave of absence.
 - Co-Chair Lee seconds to motion.
 - VOTE: Motion Passes see column [3] for a vote breakdown.
- Current Leave(s) of Absence:
 - None.
- Committee Assignments:
 - None.
- Resignations/Thank You for Service to the Council
 - None.
- Review Exit Interview:
 - None.
- Dismissal Letters to be sent due to attendance requirements:
 - None.
- Review Prospective Member Application:
 - Kenneth Hornby
 - The group reviewed Ken Hornby's membership application.
 - MOTION: Co-Chair Lee moves to interview Ken Hornby at today's meeting.
 - CM Hernandez seconds the motion.
 - VOTE: See column [4] for a vote breakdown.
- Interview/Discuss Prospective Applicant
 - Kenneth Hornby.
 - The group asked Ken Hornby why he would like to re-apply.
 - Ken responded that he had to resign from the Council due to medical reasons. He is excited to be part of the new merged council.
 - Co-Chair Lee noted that Ken is committed to the Council and has valuable knowledge and expertise.
 - CM Hernandez noted that Ken may have to wait until June to be a voting member when the Council merges.
 - MOTION: Co-Chair Lee moves to approve Ken Hornby's membership application to be put forth at the Full Council.
 - CM Hernandez seconds the motion.
 - VOTE: Motion Passes. See column [5] for a vote breakdown.

8. Full Council Meeting Public Greeter

- The Committee selected Ron Hernandez to serve as next month's Full Council meeting as a Public Greeter at the following meeting.

9. Recognition of SF EMA HIV Health Services Planning Council- VOTE

- Co-Chair Lee will reach out to the board of supervisors to recognize the work the Council has done for the last 17 years.
- The vote will be brought to the Steering Committee.
- **MOTION: Co-Chair Lee moves to move forward the recognition plan to the Steering Committee.**
- CM Hernandez seconds the motion.
- **VOTE: Motion passes. See column [6] for a vote breakdown.**

10. Next Meeting Date & Agenda Items- VOTE

The next Membership Committee Meeting is tentatively scheduled for Monday, May 9th 2016, 25 Van Ness, 8th Floor Conference Room, SF CA from 3:30-5:00 pm.

- CS Jordan noted that we have received an application from a potential council member.
- CS Molnar noted that membership is not accepting new applications until after the Summer due to the Council's Summit. A new membership committee will be inceptioned in June, we can't bring on new members until the council is merged.
- CS Jordan will get in contact with the prospective applicant to notify them of the potential wait time.
- New members have not picked their home committees. Will only have a home committee for one month. New Council Members will not have to choose a "home" committee until June.

11. Adjournment

- The Meeting was adjourned at 3:59 pm by Co-Chair Lee.

Membership Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

February 09, 2016

roll [1] [2] [3] [4] [5] [6] [7] [8] [9]

1. Matt Geltmaker	E	-	-	-	-	-	-		
2. T.J. Lee (Co-Chair)	P	Y	Y	Y	Y	Y	Y		
3. Ron Hernandez	P	Y	Y	Y	Y	Y	Y		
4. Catherine Newell [Proxy: Ron Hernandez]	E	Y	Y	Y	Y	Y	Y		
5. Charles Siron [Proxy: T.J. Lee]	E	Y	Y	Y	Y	Y	Y		
6. Eric Sutter	E	-	-	-	-	-	-		
7. Channing-Celeste Wayne	A	-	-	-	-	-	-		

Ayes		4	4	4	4	4	4		
Nayes									

Hi everyone,

In addition to GPA, Membership and Steering have also been CANCELLED this month. In lieu of Steering, there will be one more additional Joint Leadership meeting on Thursday, May 26th.

Since there are so many changes to the calendar this month, here is a list of remaining Council meetings:

Policy & Procedure Work Group

Thursday, May 5th 2-5 pm

Alliance Health Project

1930 Market St. Classroom 204

PLWH Advocacy Group

Wednesday, May 18th 3-5 pm

25 Van Ness 3rd Floor Room 330A

Joint Full Council Meeting

Monday, May 23rd 4:30-7:30 pm

25 Van Ness 6th Floor Room 610

Integrated Plan Work Group

Tuesday, May 24th 3-6 pm

25 Van Ness 8th Floor Conference Room

Joint Leadership Work Group

Thursday, May 26th 4-6 pm

25 Van Ness 3rd Floor Room 330A

Ali Cone

Program Manager

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